

Agenda Item 7

Strategic Management Team Lead Officer	Angela Griffiths
Author	Joanne Hargreaves
Telephone	01306 879331
Email	joanne.hargreaves@molevalley.gov.uk
Date	18 th February 2014

Ward (s) affected	N/A
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Subject	Report of the Independent Remuneration Panel – Members’ Allowances Scheme
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RECOMMENDATIONS

The Council is asked to decide if it wishes to accept the recommendations of the Independent Remuneration Panel to come into effect from 1st April 2014, as set out on pages 67 to 69.

CORPORATE PRIORITIES

Value for Money - Delivering quality, value for money services

The review of the Members’ Allowances Scheme aims to develop a Scheme which ensures that Members receive adequate allowances for their work as a Councillor to enable them to fulfil that role effectively.

The Council has the authority to determine the Recommendations

1.0 BACKGROUND/INTRODUCTION

- 1.1 The Local Authorities (Members’ Allowances) (England) Regulations 2003 provide for the payment of Allowances to Members of the Council in connection with their work as Councillors. An independent review of Members Allowances’ is expected to be carried out every four years. Before the Council can make or amend a scheme, it should consider the recommendations made in relation to it by an independent remuneration panel (IRP).
- 1.2 The Independent Remuneration Panel (comprising the members who had undertaken the last review in 2011) was convened in late 2013. The Panel met on three occasions in January and February 2014. The report of the Panel is attached at **Appendix 1**.
- 1.3 Having reviewed the current Members’ Allowances Scheme, and considered the Schemes of a number of other District Councils, emails from Members regarding

issues they wished to be considered by the Panel and information from the Monitoring Officer, s151 Officer and Chairmen of the Scrutiny and Audit Committees, the Panel made the recommendations set out above.

- 1.4 The Panel took the opportunity to slightly amend the wording of the Scheme to give greater clarity. The only substantive change which is recommended, however, is the increase of the Special Responsibility Allowances paid to the Chairmen of the Audit and Scrutiny Committees from £1500 to £2000. The Panel was of the view that the workload and responsibilities of both committees had increased and developed since the Scrutiny and Audit Committee had been split into two committees, and that the SRA agreed in 2011 should be increased to reflect this.

Financial Implications –The Panel's recommendations will be contained within the budget for Members' Allowances.

Legal Implications – Every local authority has to make a scheme which provides for the payment of a basic allowance to Members and may provide for allowances to be paid to Members with special responsibilities. Before any scheme is made or amended the authority must have regard to the recommendations of an Independent Remuneration Panel.

2.0 CORPORATE IMPLICATIONS

Monitoring Officer commentary - I confirm that all relevant legal implications have been taken into account

S151 Officer commentary – The s151 Officer confirms that all relevant financial implications have been taken into account.

Risk Implications - None.

Equalities Implications – The scheme of allowances is designed to encourage representation from all sectors of the community, for example by the payment of the Childcare and Dependents' Allowance.

Employment Issues - None.

Sustainability Issues - None.

Consultation –All Members were invited to submit issues they wished to be considered by the Panel.

Communications - None.

BACKGROUND PAPERS

None.

A REPORT OF THE INDEPENDENT REMUNERATION PANEL (IRP) APPOINTED TO REVIEW THE ALLOWANCES PAID TO MEMBERS OF MOLE VALLEY DISTRICT COUNCIL – FEBRUARY 2014

1. Introduction

The Local Authorities (Members' Allowances) (England) Regulations 2003 provide for the payment of Allowances to Members of the Council in connection with their work as Councillors. An independent review of Members Allowances' is expected to be carried out every four years. Before the Council can make or amend a scheme, it should consider the recommendations made in relation to it by an independent remuneration panel (IRP).

A full review was undertaken in 2008, with further mini reviews in 2009 and 2011 to consider changes which had been made to Member responsibilities.

The four yearly review which was due in 2012 was delayed slightly to allow the review of the Council's decision-making processes to conclude in 2013. The Independent Remuneration Panel was therefore convened in late 2013 with the following membership (all of whom are experienced Panel Members):

Mr Neil McClelland OBE, former Director of the National Literacy Trust
Mr Bob Mattock, former Head of Licensing, Guildford Borough Council
Mr Mike Hampton, former Director of Business Services, Friends Provident

2. Review of Members' Allowances Scheme

The Panel met on three occasions during January and February 2014 and was asked to consider what recommendations it wished to make to the Council in respect of:

Basic Allowance

The scheme shall provide for the payment of an annual allowance to each Member of the Council – the amount of the allowance is to be the same for each Member.

Special Responsibility Allowance

The Scheme may provide for the payment of a special responsibility allowance to such Members of the Council as have special responsibilities and are within the following categories:

- Acting as leader or deputy leader of a political group on the Council
- Acting as a member of an executive
- Presiding at meetings of a committee or sub-committee of the Council or a joint committee or sub-committee of a joint committee
- Representing the Council at meetings of, or arranged by any other body
- Acting as a Member of Committee/Sub-Committee of the Council which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the Council
- Acting as a member of an adoption panel (not applicable at Mole Valley)

- Acting as a Member of any Committee or Sub-Committee that deals with any function arising under any enactment authorising the Council to license or control the carrying on of any activity
- Carrying out such other activities, in relation to the discharge of the Council's functions, as require of that Member an amount of time and effort equal to or greater than that which would be required of him or her by any one of the activities set out in the above bullet points.

The amount of each special responsibility allowance need not be the same.

Dependants' Carers' Allowance

The scheme may provide for the payment to Members of an allowance in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in:

- Attendance at a meeting of the Council or Committee or Sub-Committee or any other body to which the Council makes appointments or nominations
- Attendance at any other meeting, the holding of which is authorised by the Council or one of its Committee/Sub-Committees provided that the meeting is one to which Members of at least two groups have been invited (where there are at least two political groups on the Council)
- Attendance at meetings of an association of authorities of which the Council is a member
- Attendance at a meeting of the executive or any of its committees
- The performance of any duty required under Standing Orders in respect of being present during the opening of tender documents (not applicable at Mole Valley)
- The performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises (not applicable at Mole Valley)
- The performance of any duty in connection with arrangements for the attendance of pupils at any school approved for the purposes of s342 of the Education Act 1996 (not applicable to Mole Valley)
- The carrying out of any other duty approved by the Council in connection with the discharge of the functions of the Council or its Committees or Sub-Committees.

Travelling and Subsistence Allowance

A scheme may provide for the payment to members of an authority of an allowance in respect of travelling and subsistence, including an allowance in respect of travel by bicycle, undertaken in connection with or relating to such duties as are specified in the scheme and are within the following categories:

- Attendance at a meeting of the Council or its Committees or Sub-Committees or other body to which the Council makes appointments or nominations
- Attendance at any other meeting, the holding of which is authorised by the Council, its Committees or Sub-Committees or joint committee of the authority provided that the meeting is one to which Members of at least

two groups have been invited (where there are at least two political groups on the Council)

- Attendance at a meeting of any association of authorities of which the authority is a Member
- Attendance at a meeting of the Executive
- The performance of any duty required under Standing Orders in respect of being present during the opening of tender documents (not applicable at Mole Valley)
- The performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises (not applicable at Mole Valley)
- The performance of any duty in connection with arrangements for the attendance of pupils at any school approved for the purposes of s342 of the Education Act 1996 (not applicable to Mole Valley)
- The carrying out of any other duty approved by the Council in connection with the discharge of the functions of the Council or its Committees or Sub-Committees.

Co-optees' Allowance

The scheme may provide for the payment of an allowance for each year to a "member" in respect of attendance at conferences and meetings. The scheme shall specify the amount of entitlement by way of co-optees' allowance in respect of any year to which it relates. "Member" in this context means someone who is not a Member of the Council but is a member of a Committee of the Council – e.g. non-Council members of the Standards Committee.

Pensions

The scheme shall set out which Members are to be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972 and whether the basic allowance or special responsibility allowance or both may be treated as amounts in respect of which such pensions are payable. The Council may only include in such a scheme someone who has been recommended by the IRP for such an entitlement.

3. Extent of the Investigation

The Panel recognised that the Council's decision making structure had not changed since the Panel last considered the Members' Allowances Scheme in 2011, nor had there been any significant changes to the responsibilities of the Leader, Portfolio Holder or Committee Chairmen with the exception potentially of the Scrutiny and Audit Committees which they would be considering in some detail. As such there were no new Member roles to consider for SRAs. The Panel also noted that Members had agreed not to increase their allowances since 2009 and the Council's 2014/15 budget was being prepared on the basis of no major change to the Members' Allowances budget. The Panel therefore undertook a full review but with a lighter touch than in previous years when major structural and role changes had necessitated a fundamental review of Members' Allowances. The review would include particular consideration of the issues raised by Members, including the question of allowances to the Standards Independent Persons and the number of SRAs. The investigation would also include a comparative study of the allowances paid by neighbouring or similar authorities (**Annex 2**).

4. Mole Valley District Council Members' Allowances Scheme

The current allowances paid to Members are as follows:

Basic Allowance	£4,098
Carers' Allowance	£500
Co-optee's Allowance (per member to be paid to the Parish Council representatives on the Standards Committee)	£400

Special Responsibility Allowances as follows:

Member	Amount per Annum 2012/2013 £
Chairman of the Council	2,400
Vice-Chairman of the Council	900
Leader/Executive Leader	6,500
Portfolio Holders	If 4 or less Portfolio Holders – all to share £15,000 If 5 Portfolio Holders each to receive £3,000 If 6 Portfolio Holders each to receive £3,000 If 7 Portfolio Holders each to receive £3,000 If 8 or 9 Portfolio Holders – all to share £21,000 (these figures do not include the Leader of the Council who receives a separate allowance)
Leader of the Opposition	3,500
Leader of any other Group	500
Deputy Leader of the Opposition	500
Chairman of Development Control	2,400
Chairman of Scrutiny	1,500
Chairman of Audit	1,500
Chairman of Licensing	250
Chairman of Standards	500
Chairman of an Area Forum	200

5. The New Scheme (from the work of the IRP, February 2014)

The Independent Panel investigated the current position of Members' Allowances at Mole Valley District Council to ensure any changes to it were considered carefully and reflected what the Panel believed was the best course of action for Mole Valley. Relevant documents consulted and studied included:

- Other districts' allowances (**see Annex 2**)
- Current Members' Allowances Scheme
- Emails from Members regarding issues they wished to be considered by the Panel

The Panel also consulted the Monitoring Officer with regard to the changes to the standards regime and the appointment of the Independent Persons and held interviews with the Chairmen of the Scrutiny and Audit Committees and the s151 Officer.

From the information gathered the Panel established a number of general views which would inform their recommendations:

- The Panel recognised that the Council's decision making structure had not changed since the mini review in 2011, nor had there been any significant changes to the responsibilities of the Leader, Portfolio Holder or Committee Chairmen with the exception potentially of the Scrutiny and Audit Committees which they would be considering in some detail. As such there were no new Member roles to consider for SRAs.
- The Panel noted that whilst the Scheme was linked to officer pay and Officers had not received a pay increase in 2010 – 2012, Members had additionally not taken an increase from 2009. The Panel felt that increases in the Scheme should continue to be linked to national pay award for local government staff.
- The Panel noted that the current Scheme allowed SRAs to be paid to all Members identified in the Scheme as carrying out special responsibilities and, therefore, although the Scheme was silent on the matter, a Member could receive a number of SRAs if they held more than one of the roles for which SRAs are paid. The Panel noted that some authorities included a provision within their Scheme that Members may only receive one SRA whereas in others more than one SRA could be paid. The Panel was of the view that Members should be recognised for all the roles they undertook. If these roles carried more than one SRA this was just recognition of all the work the Member did in those roles. If the Scheme were to be amended to limit the number of SRAs that could be paid to an individual member this would not acknowledge the different roles and responsibilities being carried out by that Member. In order to define the position regarding the payment of SRAs for more than one role, the Scheme should include a reference to the eligibility of Members to receive SRAs for all applicable roles.
- The Panel acknowledged that the wording of the current Scheme with regard to the SRA payable to 'Leaders of other Groups' may lack clarity and felt that an amendment to the wording could help to avoid any misinterpretation.
- In light of Area Fora no longer being in existence, the SRA for the Chairman of an Area Forum should be deleted from the list of SRAs.
- The Panel noted the changes to the standards regime as required by the Localism Act 2011 and the appointment of three Independent Persons, one of whose views must be sought by the Monitoring Officer at various stages of the process of dealing with standards allegations. The Council had previously agreed that the infrequent nature of the role would make a set allowance inappropriate, but had asked that this matter be considered further by the Panel when it next met. The Panel considered information from the Monitoring Officer on the appointments process for the Independent Persons and the extent of the work undertaken by them since their appointment. The Panel also noted that three Surrey authorities paid an allowance to their

Independent Person(s), whereas the majority paid only travel and expenses. The Panel concluded that the infrequent nature of the work of the Independent Person would make it difficult to justify a specific allowance and also noted that all the Independent Persons had been appointed on the basis of no allowance being paid but that travel and appropriate expenses (determined by the Monitoring Officer) would be payable.

- With regard to a suggestion from a Member regarding the payment of an SRA to Members appointed to the Circle Housing Mole Valley Board, the Panel noted that Members agreeing to participate in outside bodies undertook this role as part of their role as a councillor and it was therefore covered by their basic allowance. The Panel noted that none of the other Surrey authorities paid SRAs to Members appointed as Council representatives on outside bodies. It was not therefore proposing that an SRA be made in respect of the Circle Housing Mole Valley Board.
- The last review of the Members' Allowances Scheme undertaken by the Panel in 2011 considered the SRAs to be paid to the Chairmen of the Scrutiny and Audit Committees following the responsibilities of the former Scrutiny and Audit Committee being split between two Committees in September 2010. It had been the Panel's view that equal importance should be attributed to the work of both the Audit and Scrutiny Committees, and it had, therefore, recommended an SRA of £1,500 payable to the Chairmen of each Committee. This was agreed by the Council in November 2011 and these SRAs have been in payment since then. The Panel noted that the two separate Committees had now been in operation for four years and would have developed their roles and responsibilities over this period. Following a request from a Member, the Panel met with the Chairmen of the Audit and Scrutiny Committees in order to gain a fuller understanding of the Committees' current workloads and responsibilities. The Panel acknowledged that the workload and responsibilities of both Committees had increased since the split in 2010 and it was, therefore, timely to review the SRAs in respect of the Chairmen of the two Committees. With regard to the Scrutiny Committee, the Panel recognised its considerable workload and the important role it played in the democratic process in both policy development and holding the Executive to account. The Panel recognised that although the workload of the Audit Committee was less than that of the Scrutiny Committee, it held significant responsibilities and accountability and had decision making powers. As such, the Panel was of the view that the equal importance attributed to the work of each Committee should be maintained, but that the increased workload and responsibilities of each Committee should be recognised by an increase in the SRA payable to the Chairman of each Committee. The Panel concluded that an SRA of £2,000 should be paid to the Chairman of the Scrutiny Committee and the Chairman of the Audit Committee. It also recognised that workload and responsibilities may change in the future and it would be appropriate (as is usual) for all SRAs to be considered when the Panel next undertook a review of the Scheme.
- The Panel considered a suggestion from a Member that the role of Chairman of the Local Plan Working Group should be eligible for receipt of an SRA. The Members' Allowances Scheme does not currently provide for SRAs to be paid in respect of the Chairmen of Working Groups. The Panel recognised the role of the Working Group and that its workload appeared to be more substantial than other Working Groups. It was also noted that the Local Plan

Working Group was less time limited than some of the Council's other Working Groups. However, the Panel did not feel that the role of the Chairman of the Local Plan Working Group was so distinct from that of other Working Group Chairmen that it should attract an SRA and, in line with the practice of the other Surrey Boroughs and Districts which did not pay a SRA for the Chairman of a Working Group, agreed that at this stage it was not appropriate to recommend an SRA for the Chairman of the Local Plan Working Group. Again however, this matter would be kept under review and reconsidered by the Panel as part of the next review of Members' Allowances.

- Having considered the current Scheme and the Schemes of other authorities, the Panel considered that the current Members' Allowances Scheme was still appropriate and not inconsistent with those of similar and neighbouring authorities. The levels of basic allowance, Special Responsibility Allowances (except for those payable to the Chairmen of the Audit and Scrutiny Committees), co-optees' allowance and travelling and subsistence allowances were not considered to be in need of amendment.
- The Panel maintained their view that Members' Allowances should not qualify for the Local Government Pension Scheme and noted that the new legislation on auto enrolment did not currently have any implications for Members.

6. Recommendations of the Panel

(1) Allowances

The Panel made recommendations to come into effect from 1st April 2014 as follows:

- Basic allowance (including IT) £4,098 per annum
- Childcare and Dependents Carers Allowance £500 per annum
- Co-optees (Standards Committee) £400 per annum
- Special responsibility allowances of:

Designation	£
Chairman of the Council	2,400
Vice-Chairman of the Council	900
Leader/Executive Leader	6,500
Portfolio Holders	If 4 or less Portfolio Holders – all to share £15,000 If 5 Portfolio Holders each to receive £3,000 If 6 Portfolio Holders each to receive £3,000 If 7 Portfolio Holders each to receive £3,000 If 8 or 9 Portfolio Holders – all to share £21,000 (these figures do not include the Leader of the Council who receives a separate allowance)
Leader of the Opposition	3,500
Deputy Leader of the Opposition	500
Chairman of Development Control	2,400
Chairman of Scrutiny	2,000
Chairman of Audit	2,000
Chairman of Licensing	500
Chairman of Standards	500

Any leader of a group who does not receive an allowance by virtue of being Leader of the Council or Leader of the Opposition shall receive an allowance of £500 per annum.

If a Member is entitled to receive more than one Special Responsibility Allowance (SRA) by virtue of the positions held, they are entitled to claim all applicable SRAs.

Travelling and Subsistence Allowances

- Cars 45p per mile
- Motor Cycles 24p per mile
- Pedal cycles 20p per mile.

The driver of a car shall be paid 5p per mile extra in respect of each additional passenger (which is the maximum allowed by the HMRC).

Any journey made by public transport will be reimbursed on production of receipts/tickets. Rail travel will be paid on the basis of standard class fare or any available cheap rate.

The Panel did not recommend any amendment to the journeys which are authorised under the scheme.

Subsistence

The rate of subsistence allowances shall not exceed:

In the case of an absence, not involving an absence overnight, from the usual place of residence;

(i) of more than 4 hours before 11.00 am (breakfast allowance), £4.92

(ii) of more than 4 hours, including the period between 12 noon and 2.00 pm (lunch allowance), £6.77

(iii) of more than 4 hours, including the period 3.00pm to 6.00pm (tea allowance) £2.67

(iv) of more than 4 hours ending after 7.00pm (evening meal allowance) £8.38

Other costs necessarily incurred by Members will be reimbursed on the production of a receipt.

Index Linking

If the Council so determines, all Members' Allowances to be increased on 1st April 2014, 2015, 2016 and 2017 to a maximum in line with the national pay award for local government staff.

The full details of the proposed scheme of allowances, as well as travel and subsistence allowances effective from 1st April 2014, are attached at **Annex 1**.

- (2) That an allowance should not be paid to the Independent Persons appointed to advise the Monitoring Officer in respect of standards allegations, but that travel and appropriate expenses (determined by the Monitoring Officer) should be payable.
- (3) That no allowance to members appointed by the Council to the Circle Housing Mole Valley Board be made.
- (4) That no allowance be paid to the Chairmen of Working Groups.

PART 6

**MEMBERS' ALLOWANCES
SCHEME**

2014/2015

MOLE VALLEY DISTRICT COUNCIL

MEMBERS' ALLOWANCES SCHEME, APPROVED DUTIES FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

This scheme is the Mole Valley District Council Members' Allowances Scheme, and shall have effect from 1st April 2014.

1. Basic Allowance

A basic allowance shall be paid to each Councillor as set out in Appendix 1.

2. Special Responsibility Allowances

- (1) A special responsibility allowance shall be paid to those councillors specified in Appendix 1 to this Scheme who hold the special responsibilities in relation to the authority.
- (2) Subject to paragraph 5, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- (3) No such allowance shall be payable if such a payment would be contrary to a provision made by or under any enactment.

3. Renunciation

A Councillor may, by notice in writing given to the Corporate Head of Service with responsibility for Democratic Services, elect to forego any part of his/her entitlement to an allowance under this Scheme.

4. Part-year Entitlements

If a Member becomes entitled to a basic or special responsibility allowance during a year, the Member will be entitled to a payment of such part of the allowance proportional to the number of days during which he/she has been entitled to receive the allowance in that year.

5. Travelling Allowances

Travelling allowances shall be paid in the amounts set out in Appendix 2 in respect of the approved duties set out in Appendix 3.

6. Subsistence Allowances

Subsistence allowances are payable as set out in Appendix 4

7. Claims and Payments

- (1) Claims for travelling allowance should be made monthly and in any case no later than 90 days after the expense has been incurred.
- (2) Payments shall be automatically paid in respect of basic and special responsibility allowances on 25th of each month or on the preceding working day if the 25th is a weekend or public holiday.
- (3) In the main, all allowances and expenses will be paid in the year in which they are incurred

APPENDIX 1

BASIC ALLOWANCE AND SPECIAL RESPONSIBILITY ALLOWANCES

1. Basic Allowance

A basic allowance of £4,098 from 1st April 2014 shall be paid to each Member per annum and shall be paid in 12 equal instalments.

2. Special Responsibility Allowances

(a) The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

Member	Amount per Annum 2014/2015 £
Chairman of the Council	2,400
Vice-Chairman of the Council	900
Leader/Executive Leader	6,500
Portfolio Holders	If 4 or less Portfolio Holders – all to share £15,000 If 5 Portfolio Holders each to receive £3,000 If 6 Portfolio Holders each to receive £3,000 If 7 Portfolio Holders each to receive £3,000 If 8 or 9 Portfolio Holders – all to share £21,000 (these figures do not include the Leader of the Council who receives a separate allowance)
Leader of the Opposition	3,500
Deputy Leader of the Opposition	500
Chairman of Development Control	2,400
Chairman of Scrutiny	2,000
Chairman of Audit	2,000
Chairman of Licensing	250
Chairman of Standards	500

Any leader of a group who does not receive an allowance by virtue of being Leader of the Council or Leader of the Opposition shall receive an allowance of £500 per annum.

If a Member is entitled to receive more than one Special Responsibility Allowance (SRA) by virtue of the positions held, they are entitled to claim all applicable SRAs.

(b) A Co-optee's allowance of £400 per member is to be paid to the two independent members and the Parish Council representative on the Standards Committee.

3. Carer's Allowance

The following are specified as Carer's Allowances in respect of which Carer's allowances are payable in certain circumstances and the amounts of those allowances:

- a) Childcare allowance (on production of child's birth certificate indicating a child or children under 14 years of age) £500 single
- b) Other Dependant's Allowance (to be agreed between the Corporate Head of Service with responsibility for Democratic Services payment) £500 single

APPROVED RATES FOR TRAVELLING ALLOWANCES

1. Cars/Private Transport

Up to 1,500 cc	45p per mile
Over 1,500 cc	45p per mile

Motor Cycles	24p per mile
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Pedal Cycles	20p per mile
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The driver of a car shall be paid 5p per mile extra in respect of each additional passenger (which is the maximum allowed by HMRC).

2. Public Transport

Any journey made by public transport will be paid on production of receipts/tickets. Rail travel will be paid on the basis of standard class fare or any available cheap rate.

LIST OF APPROVED DUTIES FOR THE PURPOSE OF TRAVELLING ALLOWANCES

1. Attendance at meetings of the Council and the Executive, Committees, Sub-Committees, Task Groups and other such working groups.
2. Attendance at conferences/seminars/training courses related to the role of Members and any other meeting authorised by the Council.
3. Attendance at meetings of the Local Government Association, Surrey Local Government Association, the South East England Regional Assembly, other similar regional and national bodies and Committees, sub-committees and other groups that a member might be appointed to.
4. Attendance at meetings of Surrey County Council, its Committees, sub-committees and other working groups that a member might be appointed to.
5. Attendance at meetings as a Chairman or Vice-Chairman or other with officers in preparation for Committee meetings.
6. Attendance at meetings of any body to which the Member has been appointed by the Council, with the exception of governing bodies of schools and charities.
7. Attendance at other meetings or organisations authorised by the Corporate Head of Service with responsibility for Democratic Services.

RATES FOR SUBSISTENCE ALLOWANCES

1. The rate of subsistence allowances shall not exceed:
 - (a) In the case of an absence, not involving an absence overnight, from the usual place of residence;
 - (i) of more than 4 hours before 11.00 am (breakfast allowance), 4.92
 - (ii) of more than 4 hours, including the period between 12 noon and 2.00 pm (lunch allowance), £6.77
 - (iii) of more than 4 hours, including the period 3.00pm to 6.00pm (tea allowance) £2.67
 - (iv) of more than 4 hours ending after 7.00pm (evening meal allowance) £8.38
2. Other costs necessarily incurred by Members will be reimbursed on the production of a receipt.

Members' Allowances at Neighbouring and Other Surrey District & Borough Councils

Authority	Basic Allowance	Leader	Portfolio Holder	Chairman of Scrutiny Cttee	Any Other Special Responsibility Allowance	Group Leaders	Co-optees Allowance
Elmbridge	£4,245	£12,000	£6,000	£6,000	VCh Scrutiny - £3,000 Ch Planning - £5,000 VCh Planning - £1,140 Ch Licensing -£4,075 VCh Licensing - £930	£25 per member	-
Epsom & Ewell	£3,341.36	N/A	N/A	£1,670.70	Ch Strat & Resources Cttee - £2,338.98 Ch Planning Cttee -£2,338.98 Ch Env, Social, Leisure Cttees - £1,670.70 Ch Licensing, Standards, Plg Policy Cttees - £1,002.41 Panel Ch - £1,002.41 Membership of Planning Cttee - £334.14	£200 +£50 per group member	Independent Person for standards matters - £1002.41
Guildford	£4,702	£4,945	£3,709	£3,091	Deputy Leader - £1,236 Ch Planning - £3,709 Ch Licensing - £3,091	Ldr of the Opposition - £3,709 Other Gp Ldrs - £59.74 per group member	-
Horsham	£4,665	£11,475	£7,460	£4,975	Chairman of Council - £4,755 VCh Scrutiny - £1,660 Ch Accounts, Audit & Governance - £795 Ch Devt Control - £3,575 VCh Devt Control - £1,195 Ch Licensing - £3,575 Ch Personnel - £795 Ch Standards - £3,575	Ldr of Minority Gp - £3,825	Parish Cllrs on Standards Committee - £935

Members' Allowances at Neighbouring and Other Surrey District & Borough Councils

Authority	Basic Allowance	Leader	Portfolio Holder	Chairman of Scrutiny Cttee	Any Other Special Responsibility Allowance	Group Leaders	Co-optees Allowance
Mole Valley	£4,098	£6,500	£3,000	£1,500	Chairman of Council - £2,400 Vice-Chairman of Council - £900 Ch Devt Control - £2,400 Ch Audit - £1,500 Ch Standards - £500 Ch Licensing - £250	Ldr of the Opposition - £3,500 Dep Ldr of Opposition - £500 Other Group Ldrs - £500	Parish Cllrs on Standards Committee - £400
Reigate and Banstead	£5,173	£12,842	Deputy Leader - £10,488 Other PHs - £8,562	£2,869	Ch Planning - £4,939 Ch Budget Scrutiny Review Panel, Regulatory & Licensing Sub - £400 Members of Planning Cttee - £729	£134 + £52 per group member	-
Runnymede	£2,869	£5,738	N/A	£2,869	Deputy Ldr of Council - £1,434 Ch Planning - £5,021 VCh Planning - £3,344 Ch Corp Mgt, Env, Housing, Comm Services Cttees - £2,869 VCh of above cttees - £1,434 Ch Licensing - £2,869 VCh Licensing - £1,434 Ch Regulatory - £1,434 VCh Regulatory - £717 Ch Standards & Audit - £779 VCh Standards & Audit - £291 VCh Scrutiny - £1,434 Members of Planning Cttee - £1,672	Other Group Leaders £2,152	Independent Person - £292

Members' Allowances at Neighbouring and Other Surrey District & Borough Councils

Authority	Basic Allowance	Leader	Portfolio Holder	Chairman of Scrutiny Cttee	Any Other Special Responsibility Allowance	Group Leaders	Co-optees Allowance
Spelthorne	£3,938	£9,037	Deputy Leader - £6,001 Other PHs - £3,012	£3,012	Ch Audit, Licensing & Planning Cttees - £3,012 Ch Standards - £1,000 VCh Standards - £500	Opposition Group Leader - £3,012	-
Surrey Heath	£4,884	£13,310	£4,440	£3,552	Mayor - £4,626 Deputy Mayor - £1,542 VCh Scrutiny - £1,418 Ch Planning - £4,112 VCh Planning - £2,056 Ch Licensing - £3,552 VCh Licensing - £1,776 Ch Standards - £1,776	£4,440	-
Tandridge	£3,840	£2,789	N/A	£2,789	Chairman of Council - £2,789 Vice-Chairman of Council - £1395 Deputy Ldr of Council - £1,395 Committee Chairmen - £2789 Committee Vice Ch - £1,395 Members of Planning Cttee - £539	£2,789	-
Waverley	£4,426	£13,000	Deputy Leader - £9,000 Other PHs - £6,000	£3,000	VCh Scrutiny - £1,500 Ch Standards - £1,761 Ch Licensing & Regulatory - £3,000 VCh Licensing & Regulatory - £1,500 Ch Audit - £2,245 VCh Audit - £1,123 Ch Area Planning Cttee - £3,000 VCh Area Plg Cttee - £1,500	Opposition Group Leader - £3,000	£200
Woking	£7,115	£4,000	N/A	N/A	N/A	Leader of the Opposition - £1,000	Independent Person - £355

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