

CIVIC AFFAIRS

14 February 2018

6.00 - 7.15 pm

Present: Councillors McPherson (Chair), Benstead (Vice-Chair), Gawthrope, Holt, O'Connell and Robertson

RECOMMENDATION TO COUNCIL

Independent Remuneration Panel-Special Responsibility Allowances Update

The committee received a report from the Democratic Services Manager. The report referred to Council's request made in July 2017, for the Independent Remuneration Panel to review a small number of councillor roles which had not been covered under the Special Responsibility Allowance (SRA) and to recommend whether any should receive a SRA.

Resolved (unanimously) to:

- i. Recommend to Council a special responsibility allowance of 25% of the Basic Allowance (£1,120) be paid to the Cabinet Member on the Cambridgeshire and Peterborough Combined Authority. This is for the 2017/18 Municipal Year (backdated to May 2017).
- ii. Recommend to Council further evidence gathering on the work of the City Councillor responsibilities on the Combined Authority, Greater Cambridge Partnership and Police and Crime Panel, reporting back to the Civic Affairs Committee in the new Municipal Year.

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Item

UPDATED SPECIAL RESPONSIBILITY ALLOWANCES 2017/18 AND THE MAYOR'S ALLOWANCE



To:

Civic Affairs Committee 14/2/18

Report by:

Democratic Services Manager, Gary Clift

Tel: 01223 - 457011 Email: gary.clift@cambridge.gov.uk

Wards affected:

None directly affected

1. Introduction

- 1.1 The Council (at its meeting on 13 July 2017) agreed a new Special Responsibility Allowances (SRA) scheme. It also requested that the Independent Remuneration Panel review a small number of councillor roles which had not been covered and to recommend whether any should receive a [modest *sic.*] SRA.
- 1.2 Separately, it had been requested by the Executive Councillor for Strategy and Transformation (the Executive Portfolio responsible for democratic services) that this committee receive a short report on the Mayoral allowance and the budgets allocated to it.

2. Recommendations

- 2.1 To determine whether to agree with the IRPs recommendations, or to amend them, for Council decision.
- 2.2 To agree that the statements on the Mayor's Allowance which will be included in the Mayor's Handbook.

- 2.3 To agree that the IRP's remit will cover the Mayor and Deputy Mayor's Allowance (including all hospitality budgets) with any changes in time for implementation for the 2019/20 Mayoral year.

3. Background

Special Responsibility Allowances

- 3.1. The IRP met on 6th September 2017 to consider the Council resolution of 13th July 2017 which was:

“To assess and report by November 2017 on appropriate and modest remuneration for other external Council representatives on: the Combined Authority including as Cabinet Member (1), Scrutiny (2) and Audit (1), the Greater Cambridge Partnership Assembly (3), the Police and Crime Panel (1)”

- 3.2 The Panel met Councillors Herbert and Bick on 20th December 2017 on its report.

- 3.3 The IRP's report is attached. The Panel has made two recommendations. Any decision on amending the Allowances Scheme is for the Full Council. The Committee can recommend, amend, or reject the Panel's proposals. The Panel has been invited to attend the Committee.

The Mayoral Allowances

- 3.4 The Committee received a report in June 2017 which explained that the Mayor's Allowance had not been reviewed since 2004. The Committee agreed with regard to the appropriate level of allowance:

“that a second report should be presented at a future meeting of the Civic Affairs Committee for consideration so that members of the Committee and the Democratic Services Manager consult with previous Mayors to obtain their opinion. “

- 3.5 Subsequent to that report there have been two instances where the guidance given on the purpose or use of the allowance has been found to be ambiguous, relating to what happens to any underspend on the budget and what can be claimed for by a Mayor under hospitality. The Executive Councillor for Strategy and Transformation requested a short item to this Committee for clearer advice on the budget provided to the Mayor.

3.6 The report to this Committee on 28 June 2017 explained that the Mayor gets an allowance (£4,550 this year), paid direct into the Mayor's personal bank account and is expected to be used to cover for example:

- Money spent at any event must be paid from the allowance (charity donations at events, raffles)
- Entertaining guests away from the Guildhall (eg. at a restaurant) and impromptu entertaining/hospitality
- Clothing/grooming costs which can be considerable eg. on clothing the Mayoral Chain makes holes in jackets/tops
- Personal car mileage
- Taxi tips, ie. when the Mayor is taking a taxi to engagements rather than using the Mayor's Car or personal car.

The way the Allowance is used is up to each Mayor and it is not audited.

3.7 There is a budget for hospitality (£5,070), managed by officers, which in consultation with the Mayor is used for:

events in the Mayor's Parlour/Mayoral hosted events in the Guildhall,
Remembrance Sunday and other ceremonial/church events,
Christmas cards,
floral tributes,
visitor gifts,
personal guests to the outgoing Mayor's dinner.

In addition there is a separate budget set aside for the civic reception held at the Guildhall in November and the Reach Fair held in May of £8,300.

Although not specified in Mayoral duties which the allowance is expected to cover above, it should be noted that the Mayor performs a high profile (and challenging) task of chairing the Council. Under the scheme for special responsibilities other chair roles are recognised.

3.7 For the avoidance of doubt (and this is no change to practice since 2005) any underspend at financial year end on the proportion of the budget held by officers will return to Council reserves, not to the incumbent Mayor.

3.8 The Mayor will receive regular reports so that hospitality can be planned appropriately and informed by the latest budget information.

3.9 Going forward, it is recommended that the Independent Remuneration Panel's Terms of Reference should include the Mayor and Deputy Mayors' Allowances and the budget for hospitality, with any changes to be in place for May 2019/20. This will supersede the Committee's proposal from June 2017 for a second report on the Mayor's Allowance from the officers.

4. Implications

(a) Financial Implications

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The IRP recommendation would mean an additional £1,120 which for 2017/18 can be funded from underspends in Democratic Services budgets.

(b) Staffing Implications-none

(c) Equality and Poverty Implications

The IRP have equality considerations within its terms of reference and informed its work on the basic and special responsibility allowances in 2016 and 2017 respectively.

(d) Environmental Implications

(e) Procurement Implications

(f) Community Safety Implications

None of the above.

5. Consultation and communication considerations

Not applicable.

6. Background papers

The background information the Panel had is listed in its report.

**CAMBRIDGE CITY COUNCIL's INDEPENDENT REMUNERATION PANEL(IRP);
SUPPLEMENTARY REPORT ON SPECIAL RESPONSIBILITY ALLOWANCES(SRAS), OCTOBER
2017**

Background

1.This report sets out the findings and recommendations of a review which the City Council asked the IRP to undertake in August 2017 as to whether or not SRA payments should be made to City Councillors taking on the following representative roles on bodies external to the City Council.

- Cabinet Member, Audit and Governance Committee Member and Overview and Scrutiny Committee Members of the Cambridgeshire and Peterborough Combined Authority
- Members of the Greater Cambridge Partnership(GCP) Assembly and Police and Crime Panel Member

2.These roles were brought to our attention after the IRP had concluded and reported to the Council on its recommendations on changes to the level and distribution of SRAs.

Review and Conclusions

3.These are, at present, roles where there is minimal evidence available to the IRP as to

- The time commitment involved in taking on these roles or the scope and weight of decision making in these roles
- The impact that Councillor involvement in these new bodies has on their current Council roles and commitments; (whether for instance these are clearly an additional commitment or simply an extension of / adaptation to their current roles)
- The approach being taken by other Councils to remunerating their representatives when sitting on these bodies alongside City Council representatives.

4.In consequence the IRP has decided that any recommendations made on SRA payments at this stage should be for a defined time limited period only and should then be reviewed.

- **Cabinet Member, Combined Authority;** the current post holder has the Strategic Planning portfolio and is a member of the Authority's Investment Group which appears to represent a reasonably significant time commitment in a potentially important role. It is proposed that this role attracts a 25% SRA as was recommended by the IRP to be paid to the GCP/City Deal Board member, but that given the potential overlap between these roles this SRA is reviewed by no later than December 2018
- **Members of the Overview and Scrutiny and Audit and Governance Committees;** the IRP considered recommending that an SRA only be paid to Councillor representatives when they took on the Chair of these committees, (as is normal

practice in other Councils). However given that these are important Committees requiring active councillor engagement in assuring the new Combined Authority's good governance, and that the IRP is being asked to make a recommendation at this stage then it is proposed that an interim SRA of 10% is applied to both roles to be reviewed by no later than 31 December 2018.

- **Members of the GCP Assembly and the Police and Crime Panel;** the GCP Assembly has been in operation for three years without representatives receiving an SRA and there is no evident case for introducing such an allowance. Similarly there is no evidence that any other elected or independent members of the Police and Crime Panel are receiving an allowance for membership.

Summary

5. It is recommended that

- an SRA of 25%¹ of Basic Allowance be paid to the Cabinet Member and an SRA of 10%² of Basic Allowance be paid to Members of the Audit and Governance and Overview and Scrutiny Committees of the Combined Authority
- these payments will be reviewed by no later than 31 December 2018
- The recommended review should take account of clearer and more substantive evidence available at that time as to the requirements on Councillors undertaking these new roles and responsibilities, (and of the remuneration practice of the other Councils involved in the Assembly). Depending on the outcome of this review the SRA payments recommended in this report may be confirmed, adjusted or withdrawn as appropriate at that time.

See over for important addendum to the report dated December 2017

¹ =£1,120 for 2017/18

² =£448 for 2017/18

Addendum to our report of October 2017

The information the group leaders have given us (on 20/12/17) in response to our report of October 2017 has been helpful and we do see that some of the special responsibilities under consideration have evolved further since our work in the early autumn.

We conclude that the only special responsibility allowance which should be recognised at this stage is the Cabinet Member on the Combined Authority and consequently an allowance for 2017/18 should be created. Following discussion with Group Leaders we have decided that further evidence will be required for recommendations on the other outstanding responsibilities which the Council has asked us to review. For the Combined Authority, one year of business will have been completed in May 2018, so our goal is to have a report for consideration in place as soon as is possible after that date. .

We therefore **have amended our recommendations** in our report of October 2017 for consideration by the Civic Affairs Committee on 14 February 2018:

- 1) A special responsibility allowance of 25% of the Basic Allowance (£1,120) be paid to the Cabinet Member on the Cambridgeshire and Peterborough Combined Authority. This is for the 2017/18 Municipal Year ie. backdated to May 2017.
- 2) To carry out further evidence gathering on the work of the city councillor responsibilities on the Combined Authority, Greater Cambridge Partnership and Police and Crime Panel, reporting back to the Civic Affairs Committee in the new Municipal Year.

Background information used by the Panel:

Overview of the Combined Authority (and its governance structure), Greater Cambridge Partnership and Police and Crime Panel and information gathered from each bodies websites.

Role descriptors of the various positions (not all are available)

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