

Runnymede Borough Council

COUNCIL MEETING – 7 MARCH 2019

SUPPLEMENTARY SUMMONS

AGENDA

PART I

10. **RECOMMENDATIONS FROM CORPORATE MANAGEMENT COMMITTEE – 28 FEBRUARY 2019**

a) **MEMBERS' ALLOWANCES – REPORT OF THE INDEPENDENT REMUNERATION PANEL**

The Committee considered the recommendations of the Independent Remuneration Panel on the scheme of Members' Allowances.

The Local Authorities (Members Allowances) (England) Regulations 2003 as amended required all local authorities to appoint an Independent Remuneration Panel to advise on the terms and conditions of their scheme of Members' Allowances. The Regulations required the Council to have regard to the advice of the Panel when approving a new scheme.

The Council's present scheme of allowances had taken effect on 1 April 2016 and ran until 31 March 2019. There had been one minor amendment to the scheme since April 2016 on which the former Panel had been consulted prior to adoption by the Council. This was to make provision for a Special Responsibility Allowance for the post of Chairman and Vice-Chairman of the newly constituted Surrey and Runnymede Joint Committee when those offices were held by a Runnymede elected Member in the sum of £3,680 and £1,840 respectively. The new scheme would take effect from 1 April 2019 and would run until 1 April 2022. The Council could revoke or amend the new scheme before 1 April 2022 if it chose to do so.

A Panel had been convened to make recommendations on the scheme to be adopted with effect from 1 April 2019, and the Panel had met on three occasions. The Panel consisted of Mark Adams (Chairman of Panel and Business sector representative), Rachel Bradley (Education sector representative), Lorna Jamison (Health sector representative), Bob Locker (Residents sector representative) and Suzie Tobin (Voluntary sector representative).

In formulating its proposals, the Panel had reviewed a range of background information and comparative data and circulated a questionnaire to all Councillors. The questionnaire provided information about the operation of the scheme, Councillors' workloads and Councillors' views about the present arrangements. The Panel had also interviewed the Deputy Leader of the Council and the Leader of Runnymede Independent Residents' Group, and the Chief Executive to consider the issues that emerged from the questionnaires in more detail. **The Panel's report including recommendations is at Appendix 'A', together with supporting Annexes (1 – 2).**

The Panel had recommended that the Basic Allowance be increased to £5,000 per annum from 1 April 2019 with any increases in 2020/21 and 2021/22 linked to RPI. The Panel had also recommended that the Special Responsibility Allowances (SRAs) be increased based on the current formula for calculation of SRAs and that the current maximum of 2 SRAs be retained but the current exemption for the Leader of the Council from this restriction be discontinued. The Panel did not recommend any other changes to the amounts and types of Special Responsibility Allowances. The recommended increase to the Basic Allowance

reflected the increased workload and decision-making responsibilities Councillors now faced in the challenging modern local government environment and the varied skills sets required, addressed the historical deficit of the Basic Allowance when compared with other local authorities in Surrey and the South East, removed a potential barrier to a person wishing to become a Councillor and avoided deterring existing Councillors from effectively fulfilling their full role.

If the Council accepted the recommendations of the Panel, the costs for the following three years would be as follows:

	Original Estimate 2018/19 £	Probable 2018/19 £	Estimate 2019/20 £	Estimate 2020/21 £	Estimate 2021/22 £
Members' Allowances					
Basic and Special Responsibility Allowances, incl Mayor and deputy	249,200	249,200	340,000	340,000	340,000
Members' training expenses, travel and subsistence	8,100	5,100	8,100	8,100	8,100

The Committee noted the publicity and inspection requirements in respect of the Members' Allowances scheme. The Council had to have regard to the recommendations of the Panel when determining its scheme of Members' Allowances and decide whether it wished to accept the recommendations from the Independent Remuneration Panel in their entirety or, if not, what changes it would wish to approve.

The Committee asked that its thanks be passed on to the Members of the Panel for the thorough work that the Panel had done in putting forward the recommendations.

The Committee noted the Panel's recommendations, but felt that an increase to £5,000 was not appropriate at this time due to a variety of circumstances and decided to recommend that the Panel's recommendations be accepted with the exception of the Basic Allowance which it considered should be set at £4,000 rather than £5,000 as it was proposed that a separate scheme of performance related Member remuneration be introduced as part of the new arrangements for Member Working Groups in the new Municipal Year. The Committee also decided to recommend that instead of using the established formula for calculating SRAs, that the SRAs be set at the amounts shown in Annex 2 of the Panel's Report which had been calculated on the basis of a £5,000 Basic Allowance.

RECOMMEND that –

- i) the Council notes the recommendations of the Independent Remuneration Panel following the Panel's review of the scheme of Members' Allowances;**
- ii) the Council notes that the Panel recommends**
 - a) that from 1 April 2019, the Basic Allowance be set at £5,000 with any increases in 2020/21 and 2021/22 linked to RPI and the Special**

Responsibility Allowances (SRA)s be increased based on the current formula for calculation of SRAs and the current maximum of 2 SRAs per Councillor be retained but the current exemption for the Leader from this restriction be discontinued;

b) that no other changes be made to the scheme of Members' Allowances;

- iii) the Committee recommends that the Panel's recommendations be accepted with the exception of the Basic Allowance which should be set at £4,000 rather than £5,000 and that all SRAs be set at the levels shown in Annex 2 of the Panel's Report;**
- iv) subject to the Council accepting the Committee's recommendation, the Members' Allowances Scheme set out at Annex '2' to the Panel's report, as amended in line with recommendation iii) above, be adopted with effect from 1 April 2019; and**
- v) subject to the Council accepting the Committee's recommendation, a supplementary revenue estimate be approved in the sum to be reported to the Council to cover the increased costs of the scheme in 2019/20 and subsequent years increases be added to the Medium Term Financial Strategy.**

b) ANNUAL PAY POLICY STATEMENT – 2019/20

The Committee considered the Pay Policy Statement for 2019/20, as required by the Localism Act 2011. **The Pay Policy Statement for 2019/20, as reported to Corporate Management Committee, is attached at Appendix 'B'.**

The Statement had to set out the Council's policies towards a range of issues relating to the pay of its workforce and had to be published on the Council's website by 31 March 2019. Pay Policy Statements had to be prepared each financial year, and had to be approved by Full Council. The Pay Policy Statement for 2019/20 would therefore be approved by Full Council on 7 March 2019. Pay Policy Statements were intended to ensure that policies in relation to the pay and reward of the most senior staff were set out clearly in the context of the pay of the wider workforce and these relationships were set out as a series of ratios.

The introduction of the National Living Wage on 1 April 2016 had had the effect of eroding away Scale 1 of the pay structure and had now largely eroded away Scale 2. The National Living Wage for those 25 and over rose from £7.83 per hour to £8.21 per hour from 1 April 2019. This meant that the minimum annual salary in Grade 2 rose from £15,106 per annum to £15,839 per annum for those of 25 years of age and over. The effect of this rise was to increase the base annual salary of 13 manual workers to the new level of the National Living Wage. From 1 April, 2019, there would only be £122 between the minimum of Grade 2 and the minimum of Grade 3. This suggested that the Council would have to re-model the bottom end of the pay structure.

There was a piece of Government legislation which had been due to be introduced in the financial year 2018/19 but had been deferred which might impact upon pay. This was the Enterprise Act (2016) which set a cap on termination payments of £95k. The Council would need to update its Employment Stability Policy to include reference to the exit payments cap emanating from the Enterprise Act 2016 when or if it ultimately became law.

The Committee recommended that the Statement be approved, subject to an addition in paragraph 3.3 of the Statement as shown in the recommendation below.

RECOMMEND that –

the Pay Policy Statement 2019/20 at Appendix 'B' attached be approved, subject to an addition to para 3.3 to state the following:

'Pay policy is important in shaping the culture of an organisation. Runnymede Borough Council continues to be committed to shaping a fair, inclusive and forward-thinking environment for our staff. This will form part of our ongoing work to rationalise our pay structures. These will be reported to the relevant Committees and Working Groups at least quarterly.'

**Seventh Report of the Independent Remuneration Panel
Appointed to Review the Allowances Paid to Members of
Runnymede Borough Council**

January 2019

**Seventh Report of the Independent Remuneration Panel
Appointed to Review the Allowances Paid to Members of
Runnymede Borough Council**

1. Introduction

1.1 The Local Authorities (Members Allowances) (England) Regulations 2003 (as amended) (the 2003 Regulations) require all local authorities to appoint an Independent Remuneration Panel (the Panel) to advise on the terms and conditions of their scheme of Members' Allowances. The Regulations require the Council to "have regard" to the advice of the Panel when approving a new scheme and in the past the Council have on three occasions adopted the Panel's recommendations in full. On the occasions when the Council have not adopted the Panel's recommendations in full there have been various factors cited as reasons for not adopting the recommendations e.g. the economic climate existing in the country at the time that the recommendations were made. This is the seventh time that the Panel has considered the scheme.

1.2 The Council's present scheme of Allowances took effect on 1 April 2016 following the review in 2015. It requires the scheme to be "reviewed in or around October 2018, with a view to any revised scheme taking effect on 1 April 2019". The Panel has therefore been convened on this occasion to make recommendations on the scheme to be adopted with effect from 1 April 2019.

2. The Independent Remuneration Panel

2.1 The membership of the Panel is Mr Mark Adams (Business sector and Chairman of the Panel), Rachel Bradley (Education sector), Lorna Jamison (Health sector), Bob Locker (Residents sector) and Suzie Tobin (Voluntary sector).

2.2 The Panel held two meetings and three interviews to review the scheme.

3. Sources of Information

3.1 The Panel's review has had regard to the requirements of the 2003 Regulations and we also referred to the guidance issued by the Department of Communities and Local Government in 2001.

3.2 We looked at the Allowances paid by the other District/Borough Councils in Surrey and took into account the South East Employers' Members' Allowances Survey, published in 2018. This is the most up to date regional data which is currently available .

- 3.3 We were keen to find out what Runnymede Councillors thought about the scheme. Comments were invited from all Members and a confidential questionnaire was circulated to all 42 Members and we received 17 responses by the deadline. Whilst less than 50% of the Council replied, the information obtained was very helpful to the Panel. We also took account of the various individual comments made by Councillors as part of their questionnaire responses.
- 3.4 We met separately with Councillor Marisa Heath, the Deputy Leader of the Council and Deputy Leader of the Conservative Group, and Councillor Alan Alderson, the Leader of the Runnymede Independent Residents' Group, to discuss the scheme with them, the workload and responsibilities of Councillors and to ascertain if they had any suggestions to improve the existing scheme. The Panel also met Paul Turrell, Chief Executive, who gave his views on the current roles and responsibilities of Councillors and on the scheme of allowances.
- 3.5 We looked at the methodology adopted by some Surrey Local Authorities for calculation of the Basic Allowance and level of Public Service Discount (i.e. that part of a councillor's time which is treated as voluntary and unremunerated).
- 3.6 We sought information on the median pay for three separate groups of staff namely all salaried RBC staff, Corporate Leadership Team and Middle Managers. We also established the number of Councillors currently in receipt of an SRA ,number of Corporate Management Committee members who were not in receipt of an SRA for sitting on that Committee, and the percentage of the overall revenue spend of the Council which is represented by Members Allowances

4. Current Scheme

- 4.1 The present scheme retains the core features that the Council adopted in 2001 following the first report of the Panel. This attempted to strike a balance between the voluntary public service work of a Councillor and a fair reimbursement for the time and expenses incurred by Councillors in the exercise of their duties. The view of the Panel in 2001 was that two thirds of Councillors' time should be treated as voluntary public service work and one third as paid work. At the review in 2012, the Panel recommended that 40% of time spent be remunerated instead of 33% as this represented a fairer recompense and might make the role of councillor more viable for people of working age. The Council accepted this recommendation and this has remained at 40% since that date.

- 4.2 Using this approach, the Basic Allowance was set at a level that equated to the average hourly rate for staff at Runnymede multiplied by the average time spent by Runnymede Councillors on Council business. The current Basic Allowance paid to each Councillor is £3,680 per annum.
- 4.3 According to the questionnaires returned by Councillors, the amount of time devoted to Council business by Runnymede Councillors is estimated at 44 hours each month, which was slightly higher than at the last review in 2016.
- 4.4 Another feature of the present scheme is that Special Responsibility Allowances are paid at rates that are multiples of the Basic Allowance. The formulae for calculating each Special Responsibility Allowance is shown in the Table below.

Formulae used for calculation of each Special Responsibility Allowance

<i>Special Responsibility Allowance</i>	<i>Formula</i>
Chairmen of Policy Committees	100% of Basic
Vice-Chairmen of Policy Committees	50% of Chairman's rate
Chairman of Overview & Scrutiny Select Committee	100% of Basic
Vice-Chairman of Overview & Scrutiny Select Committee	50% of Chairman's rate
Chairman of Planning Committee	175% of Basic
Vice-Chairman of Planning Committee	2/3rds of Chairman's rate
Chairman of Standards & Audit Committee	33% of Basic
Vice-Chairman of Standards & Audit Committee	12.5% of Basic
Chairman of Englefield Green Committee	25% of Basic
Chairman of Licensing Committee	100% of Basic
Vice-Chairman of Licensing Committee	50% of Chairman's rate
Chairman of Regulatory Committee	50% of Basic
Vice-Chairman of Regulatory Committee	50% of Chairman's rate
Members of Planning Committee	50% of Vice-Chairman's rate
Members of Corporate Management Committee not otherwise entitled to a SRA	50% of Vice-Chairman's rate
Leader of the Council	200% of Basic
Deputy Leader of the Council	25% of Leader's rate
Leaders of Minority Groups	75% of Basic

Mayor	100% of Basic
Deputy Mayor	25% of Mayor's rate
Chairman of Joint Committee	100% of Basic
Vice Chairman of Joint Committee	50% of Chairman's rate

4.5 The budget for Basic and Special Responsibility Allowances in 2018/19 is £243,200.

4.6 In addition to these Allowances, Councillors are entitled to claim for the reimbursement of travel and subsistence incurred on approved Council business. Car mileage is reimbursed at the maximum rate that can be paid without incurring tax (currently 45 pence per mile) but other costs are reimbursed at the rates claimable by staff.

4.7 The scheme also provides for the reimbursement of the costs of arranging for the care of children or dependents while on Council business. This was introduced in 2001.

4.8 The current scheme is reproduced in full at **Annex 1** and the overall budget for Members' costs in the 2018/19 financial year is summarised below:

	£
Members' Allowances	243,200
Member Training, travelling and subsistence	8,100
IT facilities and training	<u>21,905</u>
	<u>273,205</u>

4.9 The total payment for Members Allowances of £243,200 represented 0.476% of the Council's General Fund Gross Revenue Expenditure of £51,091,908

5. Our Review and Deliberations

Findings

From our review and interviews we have found the following :

- Role and responsibilities of Councillors have changed in recent years to reflect a changing local government 'landscape'. This is characterised by increased workload and increased responsibilities which will only continue;
- A more commercialised approach is expected of Councillors in running the Council in order to address the loss of Government Support Grant and implications of potential future budget cuts in services delivered by Surrey County Council. This increasingly requires Councillors to possess commercial acumen, financial skills sets and greater knowledge than hitherto.

- Councillors are increasingly being required to take responsibility for key strategic decisions on a range of matters e.g. financial management, place shaping, redevelopment/regeneration initiatives (Addlestone One town centre/ new Egham Leisure Centre/Egham Gateway regeneration) and management of the significant commercial property portfolio of £600m which secures an income stream to fund the gap caused by loss of Government grant and funds the Council's regeneration strategy. This income is vital as it enables the Council to maintain and develop its services without having to make cuts as a result of loss of Government grant. Increasingly, decisions are difficult, stressful and time consuming in a very challenging financial environment where the Council is expected to do more with less resources;

- Councillors who serve on Planning Committee and Corporate Management Committee carry a significant workload and responsibilities and will get busier and they need the skills sets and time to undertake the work. The implementation of the Local Plan, when adopted, will involve significant work in dealing with complicated detailed major planning applications and associated major infrastructure projects such as A320 highway scheme. These are major issues for residents and will require major input from Councillors who serve on Planning Committee. Likewise, Councillors who serve on Corporate Management Committee are and will continue to be involved in making important decisions on financial and property matters which require the assessment of risks and ability to challenge certain propositions. A higher obligation to undertake training is also required from those Councillors who sit on these Committees;
 - Planning enforcement, environmental standards, increasing responsibilities for management of the Council's social housing stock and community services were other key areas which would require attention of Councillors who sat on the Committees responsible for those areas;

- Basic Allowance is comparatively low and causes some concern among Councillors as they are aware of allowances paid in neighbouring boroughs. Whilst the receipt of the Members Allowance is not the main reason for becoming a councillor, with the primary motivation being to help improve lives of communities in the borough and to make a difference, both Group Leaders considered a Basic Allowance of £5k would be a reasonable sum to reflect time commitment and responsibilities associated with being an

elected representative, to retain current Councillors, and incentivise younger persons and other high calibre individuals to stand for Council;

- The percentage of Councillor time which is remunerated varied across Councils. At Runnymede only 40% of time was remunerated and this could be an appropriate time to review this assumption in order to reflect the role and responsibilities of a 'modern day' Councillor;
- The Leader and Deputy Leader of the Council roles faced increasing pressure and responsibilities associated with those offices. It was noted that the SRA for the Leader is the sixth lowest among the Councils in the South-East and third lowest in Surrey;
- The time commitment expected of a councillor can be a disincentive to persons to stand for Council, especially younger persons who are in full time employment and so a more realistic level of allowance could assist in this regard
- The current restriction on number of special responsibility allowances is 2 (except for Leader of Council). The Panel was asked to consider if this is appropriate, particularly for Deputy Leader role. The Deputy Leader was often expected to represent the Leader and the Authority at high profile internal and external meetings;
- The Panel noted that the Groups were supportive of Paul Turrell, Chief Executive of Runnymede, proposed Member Working Group structure. The proposal would ensure a more comprehensive coverage of the Council's services. The aim was to improve both understanding of Council priorities and communications with Councillors to set current and future priorities. The Groups would operate at a more strategic level and would provide Officers with an immediate point of reference for opinions of Councillors on particular issues before they reach Committees. The aim would be to encourage each Councillor to sit on 2 Groups to spread workload and secure greater engagement. Councillors on Working Groups would be briefed on matters prior to their report to Committees to ensure they were more informed when those matters came before Committee;
- As a Special Responsibility Allowance could not be paid for membership of a Member Working Group under the current legislation and therefore could not form part of the Members' Allowances Scheme, the Chief Executive proposed to establish a 'Mayoral Fund' from which payments could be made to councillors based on their contribution/involvement/attendance at the

proposed Working Groups over a year. The proposed 'Mayoral Fund' would be established initially with approximately £20k (potentially £500 payment per Councillor dependent upon performance). The level of payments to each Councillor from this Fund would be determined by a panel consisting of Chief Executive, Mayor and possibly two members of the IRP. Councillors make varying contributions to the work of the Council and this can cause resentment between Councillors and so the proposed additional payment will go some way towards recompensing those Councillors who do extra work and should encourage Councillors to become more engaged at all levels below the Committee level and more involved in place- shaping initiatives.

Recommendations of the Panel

Basic Allowance

We are aware of the current financial circumstances and budgetary pressures Runnymede Council faces now and over the next few years, and the wider economic climate. However, we did not feel these should influence our deliberations, but were factors Corporate Management Committee and full Council would rightfully take account of in considering our following recommendations:-

- 5.1 The Basic Allowance aims to recognise the time commitment of all Councillors including such inevitable calls on their time as meeting with Officers and constituents, and attendance at formal and informal meetings. It is also intended to cover incidental costs such as use of their homes.
- 5.2 From the 17 Questionnaire responses, 16 thought that the current overall level of Members Allowances is unsatisfactory and 7 considered themselves financially disadvantaged as a result of their role as Councillor. 25 Councillors had not responded to the questionnaire and it could be assumed that this suggested that they did not feel strongly on the subject.
- 5.3 Several Councillors commented on their questionnaire that Runnymede's allowances are low compared with allowances paid in Surrey and South East. We thought it was useful to compare the Basic Allowance with other Councils. The Basic Allowance paid in Runnymede is the second lowest in Surrey and the fourth lowest in the South East (of the 64 Councils who responded to the South East Employers survey). The range in Surrey Authorities is £3,631 (lowest – Epsom and Ewell) to £7,200 (Woking – where fewer Special Responsibility Allowances are paid). Six Surrey Authorities

paid above £5,000. The majority of the Surrey Authorities had executive arrangements, while Runnymede has retained a more traditional Committee structure.

5.4 As confirmed by our interviews and feedback from the questionnaires, the landscape of local government has changed in recent years and the Basic Allowance now needs to reflect this. The Panel felt that the emphasis of the role had changed more to that akin to 'Skills- based Volunteers'. We consider that the Basic Allowance should be increased to reflect: increased responsibilities and workload in relation to financial and property management, the skills sets now required of a Councillor in a more commercially driven local authority environment, the requirement to engage in policy development and direction, the need to challenge proposals and assess risks, the pressures associated with communication with constituents in a digital environment, and finally to acknowledge the overall time commitment. As mentioned above, the Basic Allowance was low in comparison with other local authorities in the region. Some of the increases recommended by previous Panels had not been implemented for financial reasons and this has contributed to the historic low level of the Basic Allowance. We strongly consider that steps should now be taken to address this historic deficit, otherwise the Basic Allowance will always lag behind and the deficit will become increasingly difficult to address. Therefore, on the basis of information reviewed and taking account of the recommended revised Public Service Discount in para 5.6 below, the Panel recommend that the Basic Allowance be increased from £3,680 to £ 5,000 per annum which would be more in line with the allowance paid by other Surrey Authorities. The Panel consider this would assist in retention and recruitment of individuals with the required skills sets, particularly in a year when all -out elections would be held and go some way to addressing concerns of those Members who felt their time commitment was not sufficiently acknowledged . We feel this represented a fairer compensation for the time devoted to duties and might make the role of Councillor more viable for people of working age. The Basic Allowance increase recommended would still represent only 0.40% of the Council's General Fund Gross Revenue Expenditure and this, along with the increased responsibilities, workload and time commitment, should be emphasised in any public communications on the matter.

5.5 We also reviewed the various methodologies used by other Authorities in calculation of their Basic Allowance. We noted that there is no consistent formula used. Some compare with allowances paid in other Authorities, some link it to RPI, others link it to staff hourly pay scales/pay awards. Since

2013, Runnymede has based its Basic Allowance on the average hourly rate of pay for RBC staff, multiplied by the average time spent by Runnymede Councillors on Runnymede business. The Panel did not support continuation of linkage to staff pay and recommend the Basic Allowance be as set out in para 5.4 with subsequent annual increases linked to RPI. The Panel felt that the linkage to average hourly rate of pay for staff was not a valid device as the measure would be distorted by grades of staff and differing responsibilities. It has to be accepted that Councillors undertake high level decision making functions and representative roles which need to be reflected in the level of allowance.

5.6 Runnymede's Public Service Discount, which is the element of time that is viewed as voluntary time devoted by a Councillor, is currently 60%, meaning that only 40% of time spent on Council business is compensated. Again, we have reviewed the Public Service Discount adopted in some Authorities and the level does vary. Whilst, community service is a strong motivator for standing for election to the Council and is to the credit of Runnymede Councillors, again the Panel considered that this Discount should be changed to reflect the increased time commitment, work/life balance, increased responsibility for financial and strategic decision-making, increased time serving constituents and requirement to attend more meetings. The Panel considered that a discount of 50% is more appropriate to be applied. The recommended Basic Allowance in para 5.4 has had the 50% discount applied to it.

5.7 Although not part of the Members' Allowances Scheme, the Panel strongly supported the adoption of the proposed new Member Working Group arrangements and proposed remuneration arrangements for service thereon put forward by Paul Turrell. The Panel considered that this new arrangement would assist in compensating those Councillors who made a larger commitment to the work of the Council. The Member Working Group structure should incentivise Councillors as key objectives will be set and measured and performance rewarded. Hopefully it will also bring some consistency to the hours Councillors put in. Current membership includes a group of younger keen councillors whose time is limited and it is important to incentivise them; The Panel asked that these arrangements be reviewed prior to the next triennial review and strongly encouraged that, subject to the outcome of that review, consideration be given to possibly increasing the budget for remuneration for service on these Groups at that time.

PANEL RECOMMENDATION:

- i) the Basic Allowance be set at £5,000 per annum and time remunerated be increased from 40% to 50%;**
- ii) annual increases linked to RPI be applied to the Basic Allowance in the financial years 2020/21 and 2021/22; and**
- iii) whilst not part of the Members Allowances Scheme, the Panel strongly support adoption of the proposed Member Working Group arrangements and remuneration for service thereon, and the operation of these arrangements be reviewed prior to the next triennial review.**

6. Special Responsibility Allowance (SRA)

- 6.1 Special Responsibility Allowance recognises the level of responsibility, complexity, and extent of commitment of a limited number of Councillors who are expected to undertake roles on behalf of the Council that involve significant additional time and responsibility.
- 6.2 If the Panel's recommendations for increasing the Basic Allowance are accepted, the Panel recommends the current SRA increase in accordance with the established formulae for their calculation. This would reflect the increased workload and responsibilities associated with these roles, and hopefully assist succession planning.
- 6.3 We did assess the SRA paid to Leader and Deputy Leader of the Council and whether this sufficiently reflected the increasing workload and responsibility associated with those offices. The SRA for Leader and Deputy Leader were low in comparison with other Authorities in the South East. Based on the existing formulae for calculation of SRAs if the Panel's recommendations were accepted for increasing Basic Allowance, the SRA for Leader and Deputy Leader would also increase and this was considered an appropriate increase which hopefully would reflect the workload and responsibilities associated with these high profile roles, and again assist succession planning to those offices.
- 6.4 Currently a Councillor can only receive a SRA for being a member of Corporate Management Committee if he or she is not entitled to any other special allowance. The Corporate Management Committee currently has 12 Members. At the current time, only 1 councillor is eligible for the Special Allowance for serving on that Committee and the remaining 11 Councillors do not get a special allowance as they receive special allowances for holding other offices. The Panel acknowledged the workload and responsibilities involved and considered whether the restriction should be removed. As most Members who served on Corporate Management Committee would receive an increase to their SRA for holding other offices it was not considered the

restriction should be lifted. Furthermore, the Panel felt that, wherever possible, consideration should be given to encouraging other Members who were not Chairmen to sit on that Committee to take a more proactive role and to facilitate sharing out of leadership roles on major projects

6.5 Some Members, through their questionnaire, had suggested that membership of Working Groups should warrant a Special Responsibility Allowance. Under the Members' Allowances Regulations this would not be legally permissible, but as mentioned in para 5.7 above, the Panel is fully supportive of the proposed arrangements for Member Working Groups and their remuneration for membership thereof put forward by the Chief Executive, which would sit and be funded separately from the Members' Allowances scheme.

6.6 The relevant Regulations do not limit the number of Special Responsibility Allowances which may be paid, nor do they prohibit the payment of more than one Special Responsibility Allowance to any one Councillor. Currently, at Runnymede no councillor except the Leader is entitled to more than 2 SRAs. The Panel considered that there should continue to be a limit of a maximum of 2 Special Responsibility Allowances on the basis that there is a limit to the amount of time one Councillor can devote to their role, to preserve their work/life balance, to encourage a spread of workload and engage and develop an increased number of Councillors in positions of responsibility. Succession planning would become increasingly important to the future operation of the Council creating a sustainable working group of Members. Furthermore, for the reasons mentioned above, the Panel considered that this restriction should also be extended to apply to the Leader of the Council.

PANEL RECOMMENDATION:

- i) Other than the SRAs being increased in line with the current criteria, no other changes be made to the amounts and types of Special Responsibility Allowances; and**
- ii) retain the current maximum number of two Special Responsibility Allowances which any Member may claim, and the current exemption for the Leader of the Council from this restriction be discontinued.**

7. Travel and Subsistence Allowances

- 7.1 We think that the rates paid under the present scheme are fair so we are recommending no changes.

PANEL RECOMMENDATION:

No change be made to Travel and Subsistence Allowances.

8. Dependant Carer's Allowance

- 8.1 We strongly support the continuation of the payment of a Dependant's Carers' Allowance where it assists a Councillor in the proper discharge of his or her duties. The payment of such an Allowance might assist in increasing the diversity of the Council membership and political groups should highlight more widely the availability of this Allowance in their recruitment of potential Councillors.

- 8.2 The Panel considered that reimbursement should continue to be on the basis of 'fair and reasonable costs'.

PANEL RECOMMENDATION:

No change be made to the Dependant Carers' Allowance, but wider publicity be given to its availability by political groups at time of recruitment of potential Councillors.

9. Members' Allowances Scheme 2019/20

PANEL RECOMMENDATION:

The Members Allowances Scheme set out at Annex '2' and based on the recommendations in this report be adopted with effect from 1 April 2019

10. Conclusions

- 10.1 The Panel is appreciative of those Councillors who completed their questionnaires and to the Group Leader of the Runnymede Independent Residents' Group, Deputy Leader of the Council and Conservative group, and the Chief Executive of the Council who attended for interview.

- 10.2 The Panel recognises the valuable work undertaken by Runnymede Councillors on behalf of their residents. The Council is fortunate to have high quality committed Councillors who work together in partnership with Officers

to progress service delivery. The Panel acknowledges the increased workload and responsibilities Councillors face and the increasingly difficult decisions required to be made on a range of issues.

10.3 The scheme we recommend we consider to be fair, simple, justifiable and logical.

10.4 We recognise that the scheme should fairly recompense those Councillors who devote a considerable amount of time to Council business. We feel that the recommended increase to the Basic Allowance reflects the increased workload and decision-making responsibilities Councillors now face in the challenging modern local government environment, the varied skills sets required, address the historical deficit and concerns of some Councillors, and removes a potential barrier to anyone wishing to become a Councillor or deters existing Councillors from effectively fulfilling their full role.

10.5 Finally, the Panel strongly recommends that the Council adopts its recommendations as a failure to do so will, in its opinion, exacerbate the historical deficit of the Council's Allowances when compared with other Local Authorities in Surrey and the South East. Furthermore, the Panel considers it acknowledges the increased workload and responsibilities Councillors now face and will face over the coming years, and the difficult decisions and risk management which are increasingly required to be made.



Dated: January 2019

RUNNYMEDE BOROUGH COUNCIL

SCHEME OF ALLOWANCES FOR MEMBERS AND CO-OPTED MEMBERS

The Local Authority (Members' Allowances) (England) Regulations 2003 as amended

This Scheme has effect from midnight on 31 March 2019. It shall be reviewed in or around October 2021 with a view to any revised scheme taking effect on 1 April 2022. The Council may revoke or amend it before that time if it so chooses.

In this Scheme "year" has the same meaning as in the above regulations ("the Regulations"), i.e. any period of twelve months ending on 31 March in any year after 2004.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

<u>Basic Allowance</u>	<u>£ for year</u>
For each elected Councillor (42)	3,680

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

<u>Special Responsibility Allowances</u> (to be paid in addition to Basic Allowance)	<u>£ for year</u>
Mayor	3,680
Deputy Mayor	920
Leader of the Council	7,360
Deputy Leader of the Council	1,840
Political Group Leaders other than Leader of the Council	2,760
Chairman of Planning Committee	6,440
Chairman of Corporate Management Committee, Environment & Sustainability Committee, Housing Committee and Community Services Committee	3,680
Chairman of Overview and Scrutiny Select Committee	3,680
Chairman of Licensing Committee	3,680
Chairman of Regulatory Committee	1,840
Chairman of Standards and Audit Committee	1,214
Chairman of Englefield Green Committee	920
Vice-Chairman of Planning Committee	4,293
Vice-Chairman of Corporate Management Committee, Environment and Sustainability Committee, Housing Committee and Community Services Committee	1,840

	<u>£ for year</u>
Vice-Chairman of Standards and Audit Committee	460
Vice-Chairman of Licensing Committee	1,840
Vice-Chairman of Overview and Scrutiny Select Committee	1,840
Vice-Chairman of Regulatory Committee	920
Members of Planning Committee other than Chairman and Vice-Chairman	2,147
Members of Corporate Management Committee who are not entitled to any other special responsibility allowance	920
Chairman of Joint Committee	3,680
Vice –Chairman of Joint Committee	1,840

Note: (1) except for the Leader of the Council, receipt of special responsibility allowance shall be limited to a maximum of two per Councillor.

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

Dependants' Carers' Allowance

Members are entitled to claim such expenses as arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

Travelling and Subsistence Allowances

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (45 pence per mile in April 2018).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Corporate Director of Resources, completed with details of the duties for which an allowance is claimed.

Co-optees' Allowances

Any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance of £460 per year in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

Uplift

An annual increase of 7% has been applied to the basic allowance in 2018/19 and the special responsibility allowances and co-optees' allowances have been similarly increased based on the current formulae for calculation of each special responsibility allowance. The Scheme, including future uplifts, will be reviewed in or around October 2018 with a view to any revised scheme taking effect on 1 April 2019.

Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Corporate Head of Resources.

Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Corporate Director of Resources.

Amendment to Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Corporate Director of Resources in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) ceases to be a Member of the Council; or
- b) is in any other way not entitled to receive the allowance in respect of that period

The Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution of April 2017 is hereby revoked with effect from midnight on 31 March 2018.

APPROVED BY RESOLUTION OF THE COUNCIL
March 2018

RUNNYMEDE BOROUGH COUNCIL

SCHEME OF ALLOWANCES FOR MEMBERS AND CO-OPTED MEMBERS

The Local Authority (Members' Allowances) (England) Regulations 2003 as amended

This Scheme has effect from midnight on 31 March 2019. It shall be reviewed in or around October 2021 with a view to any revised scheme taking effect on 1 April 2022. The Council may revoke or amend it before that time if it so chooses.

In this Scheme "year" has the same meaning as in the above regulations ("the Regulations"), i.e. any period of twelve months ending on 31 March in any year after 2004.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

<u>Basic Allowance</u>	<u>£ for year</u>
For each elected Councillor (42)	5,000

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

<u>Special Responsibility Allowances</u> (to be paid in addition to Basic Allowance)	<u>£ for year</u>
Mayor	5,000
Deputy Mayor	1,250
Leader of the Council	10,000
Deputy Leader of the Council	2,500
Political Group Leaders other than Leader of the Council	3,750
Chairman of Planning Committee	8,750
Chairman of Corporate Management Committee, Environment & Sustainability Committee, Housing Committee and Community Services Committee	5,000
Chairman of Overview and Scrutiny Select Committee	5,000
Chairman of Licensing Committee	5,000
Chairman of Regulatory Committee	2,500
Chairman of Standards and Audit Committee	1,650
Chairman of Englefield Green Committee	1,250
Vice-Chairman of Planning Committee	5,827
Vice-Chairman of Corporate Management Committee, Environment and Sustainability Committee, Housing Committee and Community Services Committee	2,500

	<u>£ for year</u>
Vice-Chairman of Standards and Audit Committee	625
Vice-Chairman of Licensing Committee	2,500
Vice-Chairman of Overview and Scrutiny Select Committee	2,500
Vice-Chairman of Regulatory Committee	1,250
Members of Planning Committee other than Chairman and Vice-Chairman	2,913
Members of Corporate Management Committee who are not entitled to any other special responsibility allowance	1,250
Chairman of Joint Committee	5,000
Vice Chairman of Joint Committee	2,500

Note: (1) receipt of special responsibility allowance shall be limited to a maximum of two per Councillor.

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

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Members are entitled to claim such expenses as arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

Travelling and Subsistence Allowances

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (45 pence per mile in April 2019).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Corporate Director of Resources, completed with details of the duties for which an allowance is claimed.

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Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

Uplift

An annual increase linked to RPI will be applied to the Basic Allowance in 2020/21 and 2021/22 and the special responsibility allowances and co-optees' allowances will be similarly increased based on the current formulae for calculation of each special responsibility allowance.

Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Corporate Head of Resources.

Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Corporate Director of Resources.

Amendment to Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Corporate Director of Resources in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) ceases to be a Member of the Council; or
- b) is in any other way not entitled to receive the allowance in respect of that period

The Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution of April 2018 is hereby revoked with effect from midnight on 31 March 2019.

APPROVED BY RESOLUTION OF THE COUNCIL
March 2019

Runnymede Borough Council

Pay Policy Statement – 2019/20

1. Purpose

This Pay Policy statement is the annual statement for the financial year 2019/20 as required by the Localism Act (2011). The purpose of this statement is to provide transparency about how Runnymede Borough Council uses public funds to pay staff.

This statement sets out the remuneration of Chief Officers, the remuneration for the lowest paid employees, and the relationship between the remuneration of Runnymede's Chief Officers and other employees. The information includes headings which have been prescribed by the Localism Act and related guidance.

The Council will need to respond during 2019 to the impact of several pieces of legislation which impact on the Council's approach to pay. Firstly, the Council will need to publish on its external website Gender Pay Gap data in accordance with the Gender Pay Gap regulations. This will be the second year of reporting. Secondly the Council will need to incorporate in relevant employment policies, the requirements of the Enterprise Act and any subsequent related guidance in relation to caps on exit payments and other reforms to termination payments. This latter piece of legislation has been much delayed and was expected last year.

2. Definitions

For the purposes of this Pay Policy Statement, the following definitions will apply:-

2.1. Posts included as Chief Officers

The following Posts are included within the definition of Chief Officers:-

- a) The Head of the Paid Service designated under Section 4(1) of the Local Government and Housing Act (1989)

This is the Chief Executive

- b) The Monitoring Officer designated under Section 5(1) of that Act.

This the Corporate Head of Law and Governance

- c) A statutory Chief Officer mentioned in Section 2(6) of that Act

This is the Corporate Director of Resources

- d) Non-statutory Chief Officers mentioned in Section 2(7) of that Act. Non-statutory Chief Officers are those people for whom the Head of Paid Service is directly responsible (excluding those whose duties are secretarial, clerical or otherwise in the nature of support services).

Relevant posts reporting directly to the Chief Executive:

Corporate Director of Planning and Environmental Services
Corporate Director of Housing and Community Development
Corporate Director of Commercial Services
Head of Strategy
Head of Human Resources
Project Manager

- e) Deputy Chief Officers mentioned in Section 2 (8) of that Act. These are posts reporting directly to any of the statutory or non-statutory Chief Officers listed above (excluding those whose duties are secretarial, clerical or otherwise in the nature of support services).

The definition of Chief Officers and Deputy Chief Officers for the purposes of the Pay Policy Statement is much wider than the definition normally used at Runnymede. The Chief Executive and Corporate Head posts are generally referred to as 'chief officers' at Runnymede and make up Runnymede's Corporate Leadership Team. The usual definition of deputy Chief Officers at Runnymede is those posts required to deputise for the Leadership team posts in their absence which are Business Centre Manager posts. The retirement of the Assistant Chief Executive and the deletion of his post on 31st March, 2016 has the effect of including more posts in the definition of Chief Officers and Deputy Chief Officers in terms of the definitions within the Localism Act because of the fact that they report to the Chief Executive or Chief Officers when in fact most are Business Managers.

- f) Based on the definition within the Localism Act these posts are listed below:-

Reporting to the Corporate Head of Law and Governance

Democratic Services Manager
Electoral Services Manager
Legal Section Manager
Information Governance Officer
Data Protection Officer

Reporting to the Corporate Director of Resources

Head of Financial Services
Head of Customer Services, Revenues and Benefits

(The Head of IT role also reports directly to the Corporate Director of Resources for their work at Runnymede Borough Council. This post was shared with Spelthorne Borough Council and was seconded to Runnymede on a part-time basis. As the post-holder was not employed by Runnymede her remuneration is not covered in Runnymede's Pay Policy Statement. The future of this role will be covered in the proposed ICT re-structure due for consideration by committee soon)

Reporting to the Corporate Director of Housing and Community Development

Head of Housing
Head of Community Development
Head of Community Services

Business Development and Policy Officer

Reporting to the Corporate Director of Planning and Environmental Services

Principal Building Manager
Environmental Health and Licensing Manager
DSO Manager
Technical Administration Manager
Parking Manager
Principal Engineer
Local Plans Manager
Development Manager
Principal Building Control Surveyor
Business Liaison Officer

Reporting to the Corporate Director of Commercial Services

Assistant Head of Commercial Services

2.2. Pay

In addition to salary, remuneration includes fees, allowances, benefits in kind and termination payments.

2.3. Lowest Paid Employees

Refers to those staff employed on the lowest grade on the Council's Pay Scales who are under 25. On 1st April, 2016, the National Living Wage was introduced for staff aged 25 and over. As a consequence of the introduction of the National Living Wage on 1st April, 2016, there was only one post paid below the National Living Wage who was an apprentice aged under 25 and paid the apprentice rate for his role.

The National Living Wage will increase from £7.83 per hour to £8.21 per hour from 1st April, 2019. This increase again means that the minimum salary on Grade 2 needs to increase from £15,106 to £15,839 for staff aged 25 or over. The impact of this increase will be to move 6 permanent and 7 casual employees to this new rate. This leaves only the Sports Turf apprentice on the apprentice rate on less (i.e. £ 7.48 per hour) which will vary according to age and the National Minimum wage.

2.4. Employees who are not a Chief Officer

Refers to all staff who are not covered under the 'Chief Officer' group above including the lowest paid employees.

3.0. Pay Framework

3.1. General Approach

Remuneration at all levels needs to be adequate to recruit, retain and develop a skilled and flexible workforce to deliver services to the community and fulfil the Council's business objectives. Remuneration must be fair and reasonable in the circumstances and

not excessive. Each Council has responsibility for balancing these factors in the light of the unique challenges locally and retaining flexibility to deal with circumstances that might apply. Pay arrangements must comply with UK legislation. Salary payments for individual post-holders are pro-rated where they are employed for less than full time hours. Salary payments are pensionable payments except where specified in the pension regulations.

3.2. Responsibilities for decisions on remuneration

Decisions on pay are made in accordance with Runnymede's Scheme of Delegation and in accordance with employment policies, procedures and arrangements in place and staff terms and conditions of employment.

The Chief Executive and Corporate Directors/Heads can approve changes to grading and establishment within the overall salary budget for their area. Where proposals for changes cannot be contained within budget, committee approval is required. The Chief Executive's approval is required before recruitment to any post. Approval for any change to salary range for Corporate Leadership team posts must be approved by Corporate Management Committee. Runnymede's annual cost of living pay awards (effective from 1st July each year) are approved by Corporate Management Committee.

3.3. Salary Grades, grading framework and progression through the grades

Grades are determined by taking into account of the full scope of the job including the complexity of the work, range of responsibilities and the skills and experience required to undertake them, having regard to the need for equal pay for work of equal value. Each grade consists of a pay range within the Runnymede salary scale, except where a single point salary is appropriate (e.g. where the post is for a temporary period.) Employees progress through the salary grade by incremental progression until the maximum of the grade is reached. An increment can be withheld if the post holder is under formal disciplinary or capability proceedings. Accelerated progression within the grade can be agreed in exceptional circumstances. The top of the salary range is considered to be the rate of pay for a fully experienced, qualified and competent post-holder.

3.4. New Starters joining the Council

The Council's normal policy is to appoint at the bottom of the salary scale, or at an appropriate point, taking into account relevant skills and experience. Staff will normally then progress through the scales to the maximum of the grade over a number of years as experience is gained. New staff may be eligible to claim relocation expenses if they meet the criteria set.

3.5. Allowances and Additional Payments

Additional payments may be approved in the case of a member of staff undertaking additional duties outside the normal responsibilities of their post. Examples of situations where additional payments may be made include covering for the duties of a vacant post at a higher grade; undertaking additional work in relation to a time-limited project; where staff are required to undertake emergency standby duties, or in other circumstances where there are additional duties, responsibilities, complexity or working hours and it is not appropriate to otherwise change the grade of the post.

Car allowances may be payable where staff are required to provide or use their own vehicle for Council business.

3.6. Pay Awards

Cost of Living pay awards are considered annually for staff and, where agreed, apply to all staff including Chief Officers. Runnymede pay awards are agreed by the Corporate Management Committee taking account of rate of inflation, affordability and local factors, including local recruitment market movement. Any pay award is agreed as part of the budget setting process. There is no link to national pay awards.

3.7. Pension Scheme

All Runnymede staff including Chief Officers are eligible to join the Local Government Pension Scheme with employee contributions tiered according to salary band, ranging from 5.5% for the lowest paid staff to 12.5% for pensionable pay above £150k. Runnymede does not have any posts at this top rate.

The Council's pension contribution rate as an employer is 15.6%. Employer contribution rates are reviewed every 3 years following a revaluation of the pension fund and pension liabilities in relation to current and past members.

3.8. Policy on Employing someone who has taken redundancy from another authority

An individual who has been made redundant from another council may apply to work at Runnymede and would be considered against the criteria for the post. Runnymede complies with the provisions of the Redundancy Payments (Continuity of Employment in Local Government etc. (Modifications) orders in this matter. If an individual accepts an offer of employment with Runnymede before the end of their employment with another council to take effect within 4 weeks of leaving then they will not be due a redundancy payment from the previous employer and will retain continuity of service. If the gap is longer than 4 weeks their continuous service is broken, which means that they would have no eligibility for redundancy payments until they have 2 years' further service.

3.9. Policy on Employing someone who is also drawing a pension

In line with the Local Government Pensions Scheme regulations, Runnymede has a flexible retirement policy and will consider requests from staff who wish to draw their pension and continue working in a reduced capacity. Requests will only be agreed where it is in the Council's interests to do so.

An individual who is drawing a pension in relation to a previous employment may apply to work for Runnymede but would be considered against the criteria for the post. If they are appointed, the salary will be in accordance with the grade for the job, with abatement of their pension subject to the rules of the appropriate pension scheme.

3.10. Policy on increase in or enhancement to pension entitlements

Runnymede's current pension's policy was agreed by the Corporate Management Committee on 3rd April 2014 and applies to all staff including Chief Officers. New pension

discretions are being considered by Corporate Management Committee in 2019 for implementation this year.

3.11. Election Fees

These are paid separately for additional duties and responsibilities. All expenditure properly incurred by a Returning Officer in relation to the holding of elections is to be paid by the Council in accordance with the Surrey Fees and Charges Order agreed annually. Any expenses paid must not exceed this scale. Elections payments for local elections are solely the responsibility of the Returning Officer and not the council. The role of the Returning Officer is separate from his/her duties as a local government officer and is directly accountable to the courts as an independent statutory office holder. Fees properly incurred are reimbursed at national elections from central Government. The Chief Executive currently acts as Returning Officer for parliamentary elections for the Runnymede and Weybridge constituency and Returning Officer for local elections.

3.12. Payment Arrangements

Employees, including Chief Officers, are paid through Payroll and are subject to appropriate income tax and national insurance deductions.

4.0. Level and Elements of Remuneration for Chief Officers

Runnymede policy is to pay Chief Officers according to the Runnymede salary grade appropriate for the duties and responsibilities of the job, or a single point salary if appropriate, (e.g. for a temporary appointment). Each grade consists of a salary range, except where the appointment is for a temporary period where a single salary point may be used.

The current full-time salary ranges for Chief Officer and Deputy Chief Officer posts (as defined under the Localism Act) are set out in the table below. Where posts are filled on a part-time basis the post-holders are paid pro-rata to their contractual hours. The top 3 roles listed form the Corporate Leadership team.

Post	Bottom of Salary range	Top of Salary range
Chief Executive	£111,515	£122,663
Corporate Directors/Heads	£71,061	£87,460
Head of Strategy	£63,306	£71,061
Head of HR	£49,884	£57,024
Democratic Services Manager	£43,014	£49,884
Electoral Services Manager	£43,014	£49,884
Legal Services Manager	£43,014	£49,884
Head of Customer Services, Revenues and Benefits (New post w.e.f 6.3.17)	£63,306	£78,060
Head of Financial Services	£63,306	£78,060
Corporate Director of Commercial Services(w.e.f .1.4.17 – 3 year contract until 31.3.2020)	£140,454(N.B. 21% of salary chargeable to RBCI)	N/A
Assistant Head of Commercial	£126,929(N.B. 21%	N/A

Services(w.e.f 1.4.17-3 year contract until 31.3.2020)	chargeable to RBCI)	
Head of Housing	£63,306	£71,061
Head of Community Development	£63,306	£78,060
Head of Community Services	£63,306	£78,060
Business Development and Policy Officer	£49,884	£57,024
Principal Building Manager	£49,884	£57,024
Environmental Health and Licensing Manager	£57,024	£63,306
DSO Manager	£57,024	£63,306
Parking Manager	£31,848	£35,361
Principal Engineer	£43,014	£49,884
Local Plans Manager	£49,884	£57,024
Development Manager	£43,014	£57,024
Principal Building Control Surveyor	£43,014	£49,884
Business Liaison Officer	£28,700	£31,848
Technical Administration Manager(w.e.f. 6.3.17)	£31,848	£35,361

(as at 5.2.19)

4.1. Other Pay Elements

In addition, Runnymede Chief Officers can claim for attendance at Council or other meetings outside of normal working hours and for business mileage.

A car provision allowance is paid as part of the total remuneration package for the Chief Executive and Corporate Director/Heads posts. The car provision amount is £450 for the Chief Executive and £380 per month for Corporate Heads. Car provision allowances are taxable but not pensionable. The HRMC company car mileage rate applies. Professional fees required to perform the duties of the post are paid.

Election fees are paid separately for additional duties and responsibilities performed by Chief Officers at election times. The Chief Executive acts as Returning Officer for the Runnymede and Weybridge constituency and for local elections. Other Chief Officers may receive payments for any additional work during a national or local election as deputy returning officers, presiding officers or poll clerks at polling stations or for working at the election counts.

4.2. Remuneration of Chief Officers on recruitment

Starting salaries are normally at the bottom of the salary scale or at an appropriate point taking into account relevant skills and experience.

New appointments may be eligible for removal expenses and/or payments under the mortgage/rent equalisation policy.

4.3. Increases and additions to remuneration for each Chief Officer

The pay award for 2018/19 for all staff was 2%. Any pay award for 2019/20 will be confirmed as part of the budget setting process and is effective from 1st July.

4.4. Performance Related pay for Chief Officers

There is no performance related pay scheme for Runnymede Chief Officers or any other staff. Incremental progression to the top of the salary scale is subject to satisfactory performance.

In exceptional circumstances only, additional payments may be agreed for additional duties or responsibilities undertaken or for acting up.

4.5. Bonuses for Chief Officers

There are no bonuses available for Chief Officers.

4.6. The approach to the payment of Chief Officers on ceasing to be employed by the authority.

Runnymede's discretionary compensation policy was agreed by the Corporate Management Committee on 3rd March 2011 and sets out the approach for payments in the event of termination on the grounds of redundancy and efficiency of the service. There is a consistent method of calculating redundancy pay which is applied to all redundant employees, including chief officers, with the level of redundancy pay calculated using the statutory matrix with a multiplier of 1.5 and actual weekly earnings. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment elsewhere and applies when a post has been deleted.

In the case of termination on efficiency grounds, payments would depend on the circumstances of the case up to the statutory maximum of 104 weeks. Any proposed terms of compensation with a net cost to the Authority will be determined by the Corporate Management Committee taking into account the relevant circumstances of the case. Any severance payment over £100k will be considered by the full Council.

4.7. Appointments at the most senior level

Runnymede has one permanent post with a salary package over £100k per annum – the Chief Executive. In line with the Council's Standing Orders, appointments at Chief Executive level are made by an Appointments Committee of Council Members appointed by the Corporate Management Committee. The Appointments Committee consider and agree the terms and conditions of the post, including the salary level, prior to advertising the position.

The Full Council must approve the appointment of an Officer designated as the Head of Paid Service (currently the Chief Executive) prior to an appointment being made.

However, in 2017 the Council approved the appointment of two posts on 3 year fixed term contracts to manage the Council's Property Investment Strategy – a Corporate Director of Commercial Services and an Assistant Head of Commercial Services who are

also paid above £100k due to exceptional market factors. They have a key role in bringing in income from Property Investments designed to close the budgetary gap caused by the loss of revenue support grant funding to the authority. These fixed term roles became part of the Council's staffing establishment from 1st April, 2017 and are due to terminate on 31st March 2020.

5.0. The Remuneration of the Lowest paid employees

The lowest paid employees in the Council are on Grade 2 which is currently £15,106 – £15,961. Grade 1 ceased to exist as a consequence of the introduction of the National Living Wage. The increase in the National Living Wage from £7.83 per hour to £8.21 per hour w.e.f. 1st April, 2019 will increase the minimum of Grade 2 from £15,106 p.a. to £15,839 p.a. from 1st April, 2019.

6.0. The Relationship between the lowest and highest paid staff

The ratio between the lowest and the highest paid salary is 1:9.30.

7.0. The relationship between the highest paid employee and employees who are not chief officers

The ratio between the mean average earnings across the organisation and the pay of the highest paid employee currently employed is 1:5.57. The ratio between the median earnings across the organisation and the pay of the highest paid employee is 1: 5.85.

8.0. The publication and access to information relating to remuneration of Chief Officers

The Annual Pay Policy Statement will be published on the Runnymede Borough Council website where it can be easily accessed by tax payers and external organisations.