



Supplement for

COUNCIL - WEDNESDAY, 24 MAY 2023

The following documents are enclosed;

Item 6 – Formation of Political Groups

Item 11 – Attendance Report

Item 13 – Report and recommendations from the Council's Independent Remuneration Panel

Further documents will follow in due course.

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Agenda Item 6

Political composition of Cotswold District Council – May 2023

Liberal Democrat Group	
Mark Harris	Abbey
Jon Wareing	Bourton Village
Paul Hodgkinson	Chedworth and Churn Valley
Roly Hughes	Chesterton
Michael Vann	Fairford North
Ray Brassington	Four Acres
Mike McKeown	Kemble
Helene Mansilla	Lechlade, Kemsford, Fairford South
Clare Muir	Lechlade, Kemsford, Fairford South
Angus Jenkinson	Moreton East
Claire Bloomer	New Mills
Tony Dale	Northleach
Mike Evemy	Siddington & Cerney Rural
Juliet Layton	South Cerney Village
Joe Harris	St Michaels
Dilys Neill	Stow
Patrick Coleman	Stratton
Ian Watson	Tetbury Town
Lisa Spivey	The Ampneys & Hampton
Nigel Robbins	The Beeches
Gary Selwyn	Watermoor
Total Members- 21	

Conservative Group	
Len Wilkins	Bourton Vale
Gina Blomefield	Campden & Vale
Tom Stowe	Campden & Vale
David Fowles	Coln Valley
Julia Judd	Ermin
David Cunningham	Fosseridge
Tony Slater	Grumbolds Ash with Avening
Daryl Corps	Moreton West
Jeremy Theyer	Sandywell
Total Members- 9	

Green Group	
Clare Turner	Blockley
Andrew Maclean	The Rissingtons
Total Members- 2	

Non-grouped independents	
Nikki Ind	Tetbury East & Rural
Chris Twells	Tetbury with Upton
Total Members- 2	

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Agenda Item 11

Committee Attendance 2022/23 Municipal Year

	Total Committees including Council attended as Member	Apologies	Total Meetings
Stephen Andrews	18	1	19
Tony Berry	11	2	13
Gina Blomefield	10	6	16
Claire Bloomer	13	1	15
Ray Brassington	20	1	20
Patrick Coleman	29	1	30
Rachel Coxcoon	13	5	18
David Cunningham	13	2	15
Tony Dale	18	1	20
Andrew Doherty	18	1	19
Mike Evely	20	0	20
Jenny Forde	15	4	19
Joe Harris	19	1	20
Mark Harris	16	3	20
Stephen Hirst	16	5	22
Robin Hughes	7	2	9
Roly Hughes	10	5	15
Nikki Ind	13	2	15
Sue Jepson	18	2	20
Julia Judd	19	2	21
Richard Keeling	6	3	9
Juliet Layton	20	2	22
Andrew Maclean	17	2	19
Nick Maunder	10	3	13
Richard Morgan	8	1	9
Dilys Neill	18	3	21
Richard Norris	11	4	15
Nigel Robbins	13	5	19
Gary Selwyn	27	1	28
Lisa Spivey	16	2	18

Tom Stowe	13	0	13
Ray Theodoulou	7	4	12
Steve Trotter	17	3	20
Clive Webster	18	3	21

Explanatory notes

a) The 'total meetings' figure includes the additional meeting of Council held on the 25th of May ahead of the annual Council meeting on the same day.

b) Meetings not attended for which apologies were not received are included in the 'total meetings' sum.



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	ANNUAL COUNCIL – 24 MAY 2023
Subject	REPORT AND RECOMMENDATIONS FROM THE COUNCIL'S INDEPENDENT REMUNERATION PANEL.
Wards affected	ALL
Accountable member(s)	Cllr Joe Harris - Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer(s)	Angela Claridge, Director of Governance & Development Tel: 01282 623219 Email: angela.claridge@cotswold.gov.uk
Summary/Purpose	To outline the findings and recommendations of the Council's Independent Remuneration Panel regarding Member's Allowances
Annexes	Annex A – Annual Report and Recommendations of the Independent Remuneration Panel 2023. Annex B – Draft Allowances Scheme 2023-27
Recommendation/s	The Council resolves to: <ol style="list-style-type: none"> 1. Note the report of the Independent Remuneration Panel (Annex A), and thank them for their input; 2. Agree to index link members' allowances with the pay settlement agreed by the National Employers for Local Government Services, known as "Green Book". 3. Adopt the Draft Allowances Scheme 2023-27 (Annex B), or an amended version of it. 4. Extend the benefits of the Employee Assistance Programme (EAP) to all Members with immediate effect. 5. Implement maternity, paternity and adoption policies for Cabinet Members with immediate effect. 6. Support a mid-term review in 2024.
Corporate priorities	Ensure that all services delivered by the Council are delivered to the highest standard
Key Decision	No

Exempt	No
Consultees/ Consultation	<p>The Independent Remuneration Panel consulted with a representative group of eight Councillors and distributed a Members Questionnaire, completed by fourteen members.</p> <p>South West IRP Chairs Network Chief Technology Officer Deputy Chief Executive/SI51 Officer.</p>

I. BACKGROUND

- 1.1 By law, the Council is required to appoint an Independent Remuneration Panel (IRP), which recommends the level of allowances for Councillors. The Panel is made up of three persons who are suitably skilled members of the public and are independent of the District Council. Members of the Panel have proven knowledge and experience of being appointed to an IRP, and making representations to Councils as appropriate. The Panel's report is attached at Annex A for consideration by the Council.
- 1.2 The Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 03 require local authorities to review their Allowances Schemes and to appoint Independent Remuneration Panels to consider and make recommendations on new schemes. The Government's "Guidance on Consolidated Regulations on Local Authority Allowances" outlines the main statutory provisions and gives non-statutory guidance.
- 1.2 The Panel recommends the basic allowance (paid to all councillors), special responsibility allowances (SRA), and other allowances (e.g. for travel, subsistence, dependent carers, and co-optees' allowances). The Panel's recommendations are included in the Panel's report which is attached at Annex A.
- 1.3 Full Council, at its meeting on 14th May, 2019, accepted the recommendations of the IRP at that time to increase the basic allowance to £5,000 per annum with future allowance amounts to be indexed against staff pay awards over the four year term ie until May 2023. The staff pay award is typically effective from April every year. Staff pay awards from April 2020 through to April 2022 have been applied (April 2023 remains under negotiation), and this has taken the basic allowance to £5,541.96 per annum.

2. DRAFT ALLOWANCES SCHEME 2023-27: KEY MESSAGES

- 2.1 The IRP's report at annex A provides their more detail. However, there are some key messages set out in paragraphs 2.2 – 2.6 below.
- 2.2 The IRP took a statistical approach in comparing the allowances to the average for district councils in the South West of England region. The IRP concluded that the level of both the basic allowance and special responsibility allowances paid to cabinet members and some other roles that hold significant responsibilities, were on a par with the average for other district councils in the region.
- 2.3 The IRP considered the need to make the role of councillor inclusive to people with a variety of backgrounds and experiences. The IRP identified that one way in which an allowances scheme could make a useful intervention, would be by including provision for family friendly policies such as maternity, paternity or adoption leave for members

with special responsibility allowances.

- 2.4 The IRP also considered whether members should continue to be paid a separate allowance for ICT costs which enable members to utilise or purchase a device of their choice, or be provided with a Council issued device. Members when interviewed tended to express a preference for using the device they're already familiar with and don't want multiple devices. Members are able to use their personal device to connect to either Microsoft 365 or Google Workspace. This allows them to access the Councils Email/Calendar & file infrastructure as well as systems like Modern Gov, but don't have direct access to the Councils internal systems such as finance or human resources. The IRP explored whether using personal devices could open the Council up to any form of increased security or data protection risk. The Chief Technology Officer has confirmed that members personal devices are managed using a combination of software (Google MDM, Microsoft Intune) and Application Protection Policies. In addition, the Cyber Security team are able to monitor the access and if necessary, block access. He has also confirmed that use of personal devices is not seen as significantly increasing cyber security risk. The flexibility this allows Councillors to perform their duties is worth the minimal increase in risk. Therefore no change is recommended.
- 2.5 In light of the unfortunately too prevalent abuse of councillors nationally, and the Council's commitment to support Councillors through Cotswold District Council's endorsement of the Local Government Association "Debate not Hate" initiative, the panel explored ways the Members Allowance Scheme could assist. As a result the Panel would like to extend to all members the Employee Assistance Programmes (EAP) currently offered to staff. EAP are intended to help individuals deal with personal problems that might adversely impact their work performance, health and wellbeing. EAP generally include assessment and short-term telephone counselling. The total cost for 34 members is £600 per annum.
- 2.6 Based on the interviews held with various councillors it is obvious that members work in different ways, but during the period May 2019 to date, most have experienced an increase in the time spent on council duties during the Covid-19 pandemic and other recent national and world events such as the "Cost of Living" crisis and war in Ukraine. However the IRP were unclear if that has resulted in a permanent increase to the time spent on council duties. As a result the panel would like to reconvene in two years on from their initial assessment ie 2024/5 to specifically review workloads.
- 2.7 The IRP met on a number of occasions during 2022 and officers have produced a draft allowances scheme based on the Panel's recommendations. The Draft Members' Allowances Scheme is attached at Annex B. Council is recommended to adopt the Draft Scheme subject to any amendments that are considered and passed at the Council meeting.

3. ALTERNATIVE OPTIONS

3.1 The Council is required to have regard to the recommendations of the IRP but it is open to any member of Council to propose amendments to the Draft Scheme which is attached at Annex B.

4. FINANCIAL IMPLICATIONS

4.1 Any increased in costs for 2023/24 will be an in-year budget challenge and will have to be funded from savings elsewhere in the budget. Any growth will be included in budget proposals for 2024/25. The IRP has proposed that allowances are indexed to staff pay for a four year period which will provide clarity for future budget setting processes.

4.2 For ease of administration, the Members allowances shown in annex B have been rounded to the nearest £ and are equally divisible by 12 for payment on a monthly basis.

5. LEGAL IMPLICATIONS

5.1 The Council is required by regulations to make a scheme for the allowances to be paid to members. A scheme must include provisions for paying a basic allowance, special responsibility allowances, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance. Schemes. A scheme may make provision for an annual adjustment of allowances by reference to such index but may not rely on an index for a period of more than four years.

6. RISK ASSESSMENT

6.1 There are no risks associated with this report.

7. EQUALITIES IMPACT

7.1 The intention of the regulations in requiring the establishment of an IRP on members' allowances by each local authority, included the desire to extend the opportunity to become a councillor to as wide an audience as possible, through the development of local remuneration schemes. This is in line with one of the three aims of the Public Sector Duty of the Equality Act 2010 – to advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.

The IRP has consistently held this intention as one of the principles under which it has made its recommendations.

7.2 The IRP have recommended an amendment to the scheme aimed at promoting equalities which is the adoption of a maternity, paternity and adoption leave scheme for councillors in receipt of special responsibility allowances.

8. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

8.1 The Independent Remuneration Panel noted that the Council has declared a climate and ecological emergency. With this in mind the Panel has recommended that the Council seeks to encourage “paper-light” meetings

9. BACKGROUND PAPERS

Review of Members Allowances 2019/20 – Council 14th May 2019.

Summary of Members Allowances (available on the Cotswold.gov.uk website).

Local Authorities (Members Allowances) (England) Regulations 2003

Local Authorities (Members Allowances) (England) (Amendment) Regulations 2003



**Independent Remuneration Panel
Cotswold District Council**

Draft Annual Report and Recommendations May 2023

I. PURPOSE OF REPORT

1.1 This report is a synopsis of the deliberations and recommendations made by the statutory Independent Remuneration IRP ('IRP' or 'panel') appointed by Cotswold District Council to advise the council on its' Members' allowances scheme and, to submit the recommendations for 2023 - 27 for consideration by the council.

2. BACKGROUND AND REGULATORY CONTEXT

2.1 By law, the Council is required to appoint an IRP, which recommends the level of allowances payable for Councillors over a specific timeframe. The Panel is currently made up of three persons, appointed by Council, who are suitably skilled Members of the public and who are also independent of the District Council.

2.2 The Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003 require local authorities to review their Allowances Schemes and to appoint Independent Remuneration Panels to consider and make recommendations on new schemes. The Government's "Guidance on Consolidated Regulations on Local Authority Allowances" outlines the main statutory provisions and gives non-statutory guidance.

2.3 All councils are required to convene their IRP and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the panel's recommendations before setting a new or amended Members' allowances scheme.

2.4 The duties of the IRP include reviewing, and making recommendations about:

- the level of basic allowance paid to elected Members of the council;
- the special responsibility allowances paid to those councillors with extra responsibilities;
- allowances for childcare and dependants' care;
- allowances for travel and subsistence; and
- other aspects of the remuneration package such as IT equipment
- allowances paid to co-opted (i.e. non-elected) Members.
- to consider any other issues brought to the panel's attention during the review, providing it is within the panel's remit and the issues are covered by the 2003 regulations.

2.5 In providing such advice, the panel will have regard to:

- i. The roles councillors are expected to fulfil and the differing roles and responsibilities of portfolio holders;
- ii. The remuneration paid by other local authorities in the South West, specifically comparing and contrasting district councils;
- iii. The current statutory framework for the remuneration of councillors and the scope which the council has to establish and vary its own arrangements, and any commentary on that (professional bodies such as the LGA, section 151 officer and other interested parties);
- iv. The views of councillors; including relevant papers and documents on Members' roles in relation to Members' allowances.
- v. The economic climate and the need for recommendations which could be feasibly met within the existing budget envelope available, and

- vi. Any other consideration that the council obliges the IRP to take into account or brought to the IRP's attention through Member representations.

3. THE PANEL

3.1 Cotswold Council reconvened its IRP in 2022 for the purpose of reviewing the current scheme of allowances and remuneration package.

The panel consists of three Members:

- Jane Winstanley MBE - Chair
- Michael Paget-Wilks
- Stefan Robinson (joined September 2022 replacing Richard Blamey)

The panel is supported by officers.

4. REPORT

4.1 Since the inception of the independent remuneration panel in 2000, the IRP, to date, has reviewed councillors' allowances, with the most recent scheme agreed in 2019 when an increase was applied of 25% to the basis allowance. Prior to this there had not been an increase since 2008 and the IRP considered an increase "critical".

4.2 In order to produce remuneration recommendations the panel found it fit to examine how many hours on average a councillor would spend carrying out their non-political duties.

4.2 As part of their deliberations, the IRP have met considered the remit of the regulations, discussed and received factual briefings from supporting officers. All Members received an online survey of which fourteen completed it. In addition, a representative range of eight elected Members were invited to meet with the IRP for an interview. The panel meetings were independent to enable the panel to consult in confidence and hold its deliberations in private.

5. THE ROLE AND TIME COMMITMENT OF A DISTRICT COUNCILLOR

5.1 Cotswold District Council is made of 34 democratically elected Members from across the district, a mix of political parties and an independent Members. The length of service of Members is also varied, with the newest cohort of Members elected this month. District Councillors have a range of roles within their communities and on the Council. Members undertake casework on behalf of local residents and act as community leaders.

5.2 On the Council, Members attend full Council meetings and may sit on committees, sub-committees and informal working groups. Councillors may also represent the Council on outside bodies. The majority political group or alliance forms the Council's administration (the "Cabinet"), which is responsible for taking most of the Council's major decisions. Currently eight Members serve on the Cabinet including the Leader and Deputy Leader of the Council.

5.3 Based on the interviews held with various councillors it is obvious that Members work in different ways, but over 75% have experienced an increase in the time spent on council duties during the Covid-19 pandemic and other recent national and world events such as the "Cost of Living" crisis and war in Ukraine.

5.4 The Panel noted that, at the latest Census in 2021, compared to the previous Census in 2011, Cotswold had seen a 9.5% increase in population to 90,832. This would appear to tie in with the increase in correspondence and contact that Councillors have been experiencing over recent years. Respondents also agreed that there is an ever continuing change in ways that Councillors now

connect with their residents. The vast majority of those stated that both email and social media correspondence were now the main methods of resident communication.

5.5 Many Members are regularly involved with the town and parish councils that fall within the district. Some Members are town or parish councillors (some are also county councillors). All councillors interviewed stated that they have regular contact with town and parish councils on monthly basis.

5.6 The IRP were unable to clarify if this trend of increasing time spent on Council duties will continue post pandemic and as a result the panel would like to reconvene two years from their initial assessment ie 2024/5 to specifically review workloads.

5.7 The 2006 statutory guidance states the importance of some elements of the work of [elected] Members continue to be voluntary – that some hours are not remunerated. The element of unremunerated time often known as the ‘public service discount’ (PSD) recognises the principle of public service. The panel had agreed that the 30% discount previously applied is still relevant and applicable, given the nature and purpose of the role in running for public office.

6. LENGTH OF THE ALLOWANCE SCHEME AND ANNUAL UPLIFT

6.1 The IRP was asked to form a view on the period to be covered by the next allowances scheme and whether an index should be used for annually uplifting allowances. Regulations enable schemes to cover a period of up to four years where an index is relied on for the purposes of annual adjustments to allowances. In 2019, the Council agreed a four year scheme which expires this month.

6.2 The Panel decided to recommend a further 4-year scheme ie 2023/24 – 2026/27 with a mid-term, 2-year review point to review workload. Indexation will be linked to the national pay award for local government employees (known as “green book”). In the event that a cash sum, as opposed to a % increase is awarded, then the average increase in pay of those Publica staff supporting Cotswold DC and staff directly employed by Cotswold DC will be applied, as determined by the Deputy Chief Executive and Section 151 Officer.

6.3 The index will also apply to Special Responsibility Allowances given that these are calculated as multiples of the basic allowance.

7. BASIC ALLOWANCE

7.1 At the time of writing this report, the basic yearly allowance is £5541.96. This allowance is paid to all 34 Councillors, irrespective of additional responsibilities held that would constitute a payment of a Special Responsibility Allowance. There was a divergence of views from respondents regarding whether this is suitable remuneration.

7.2 The Panel considered the level of the basic allowance in comparison with other district authorities in the South West England Region. The Council’s basic allowance is approximately 1.75% (about £100 per annum) below average.

7.3 The panel recognises and is cognisant of the cost of living emergency declaration within the district and the need for recommendations which could be feasibly met within the existing budget envelope available.

7.4 As a result the Panel didn’t recommend a further increase. However, the Panel did recommend that the level of each allowance is rounded up to the nearest whole pound (£), divisible by 12 when uplifts are applied (in line with the staff pay award calculations).

8. SPECIAL RESPONSIBILITY ALLOWANCE (SRAs)

8.1 Some Members have certain roles on the Council which attract a Special Responsibility Allowance (SRA). SRAs are paid in addition to the basic allowance in recognition of the additional responsibilities that these Members have and the extra time and commitment that comes with these roles. These include roles such as being a Member of the Cabinet, chairs of committees, and opposition group leaders. SRAs are calculated as multiples of the basic allowance, and will therefore increase in proportion to the basic allowance when uplifts are applied to the basic allowance.

8.2 The Panel considered the levels of SRAs paid for all roles that attract a SRA and, having reviewed benchmarking data concluded that these should be kept at their existing levels. These are set out in Appendix B.

9. OPPOSITION GROUP LEADERS

9.1 Opposition Group Leaders are responsible for the internal management of their political groups and for representing their groups at Council and informal meetings. For the term 2019 – 2023 there was only one opposition group leader, that's no longer the case following the May 2023 election.

9.2 In May 2019, Council agreed:

'to increase the multiplier for the minority group leader(s) to 1; with the division of such sum (in the event of there being more than one minority group) being proportionate to the number of Members in each minority group - to reflect the fact that shadow appointments are not made''.

9.4 The Panel support this approach.

9.5 The Panel considered whether any other roles on the Council should attract an SRA. In view of the survey responses received and interviews conducted, the Panel concluded that the case hadn't been made for introducing any additional SRAs.

10. OTHER ALLOWANCES

10.1 The Panel have identified the need and would like to facilitate through the Members Allowance Scheme, where possible, that the role of district councillor can be open to as diverse a group of individuals as possible. The Panel discussed the level of allowances in this context but concluded that simply increasing the level of allowances alone would not address all of the barriers faced by people who may wish to be a councillor. The level of an allowance that would be genuinely inclusive would need to be more akin to a salary whereas the role of councillor is a public service rather than a form of employment.

10.2 Members may claim travel allowances and carers' allowances when attending meetings. No changes are recommended to carer's allowances or travel and subsistence allowances. However, the Panel would like there to be more publicity of these allowances to Members.

10.3 The Panel noted that the Council currently has few co-opted Members and recommends that no changes are made to co-optees' allowances.

11. MATERNITY, PATERNITY AND ADOPTION LEAVE

11.1 The Panel identified that one way in which an allowances scheme could make a potentially useful intervention, would be by including provision for maternity, paternity and adoption leave. 11.2 Over 71% of survey respondents agreed with this proposition and thought that such an intervention would help to attract a more diverse and varied range of future councillors.

11.3 For most councillors the role is quite flexible and can be combined with work & family commitments. Subject to meeting the "six month rule" (Section 85 of the Local Government Act 1972 states that a Member of a local authority loses office if they do not attend a meeting at least

once in any six-month period). It is possible for councillors to take a step back from their duties temporarily and to arrange substitutions for meetings, for example, while continuing to receive a basic allowance.

11.4 For Members in receipt of special responsibility allowances, the time commitment is generally higher and anticipated to be more difficult to combine the role with taking a period of maternity, paternity or adoption leave.

11.5 The Panel recommends that any Member stepping down from a role with a special responsibility for the purposes of taking a period of maternity, paternity or adoption leave, should continue to receive 50% of their SRA for six months. The payments would not be subject to the Member being reappointed or re-elected to the role at the end of that period, as that would be a decision for the Leader (if a Member of the Cabinet), the relevant committee or sub-committee or, in the case of an Opposition Group Leader, the political group.

12. ICT ALLOWANCES

12.1 The Panel noted there is an existing allowance of £1200 (£300 per annum) paid to councillors over their 4 year term for the provision of ICT equipment. The allowance is either made monthly over the 4 year term, or in one lump sum at a time of the Member's choosing. This allows Members to purchase a suitable device of their choosing and most Members access meeting papers electronically.

12.2 The Panel considered whether it would be more cost effective and secure for Members to be issued with Council provided devices directly. The majority of Members interviewed preferred to remain with their own device. The Council's ICT Team have confirmed this is a more cost effective solution and have reiterated that this doesn't expose the Council to an increased risk of data protection, cyber or other attempts by hackers to cause damage.

12.3 Although outside their remit, the panel did make a general observation regarding the need for IT training to support Members in undertaking their roles.

13. EMPLOYEE/MEMBER ASSISTANCE PROGRAMME

13.1 Employee Assistance Programmes (EAP) are employee benefit programmes offered by many employers, including Publica and for the retained Cotswold staff. EAP are intended to help individuals deal with personal or work related problems that might adversely impact their work performance, health and wellbeing. EAP generally include assessment and telephone counselling.

13.2 Cotswold District Council endorsed the Local Government Association's "Debate not Hate" campaign in 2022. This campaign aims to raise public awareness of the role of councillors in their communities, encourage healthy debate and improve the responses and support for local politicians facing abuse and intimidation. Additionally 71% of respondents identified their support to the introduction of an EAP.

13.3 In support of the aims of this campaign and the well-publicised unfortunate abuse of councillors nationally, the panel would like to introduce the EAP as a service for all Members. The total cost for 34 Members is £600 per annum.

14. RECOMMENDATIONS

14.1 With all of the above findings considered, the Independent Remuneration Panel submits the following recommendations to Cotswold District Council:

SUMMARY OF RECOMMENDATIONS.

REMUNERATION PACKAGE ELEMENT	PROPOSED CHANGE – May 2023
Basic Allowance	Maintain alignment to annual staff “green book” pay award for 2023/24, 2024/25, 2025/26 and 2026/27. No change to the annual allowance with the exception of rounding each allowance up to the nearest whole £ equally divisible by 12.
Special Responsibility Allowance	No change to existing multipliers. Round up to the nearest whole £.
Mileage, Fares & Subsistence Allowances	No change
Child Care Allowance	No change
Dependent Carer	No change
ICT provision	No change
Family Friendly Policies – maternity, paternity, and adoption leave.	Introduce Member policies. Any Member stepping down from a role with a Special Responsibility Allowance (and relinquishing all responsibility) for the purpose of taking a period of maternity, paternity, adoption leave or shared parental leave will be entitled to receive 50% of the special responsibility allowance for up to six months.
Employee/Member Assistance Programme	Introduce with immediate effect

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COTSWOLD DISTRICT COUNCIL

DRAFT SUMMARY OF MEMBERS' ALLOWANCES 2023/24 – 2026/27

Cotswold District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. Name and Duration

1.1. This scheme may be cited as the Cotswold District Council Members' Allowances Scheme.

1.2. This scheme shall have effect for the period financial years 2023/24 to 2026/27

2. Basic and Special Responsibility Allowances

2.1. Subject to Section 3 of this Scheme a basic allowance at a rate of £5,544.00 per annum shall be paid to each Councillor. This is the starting figure for 2023/24 net of any uplift based on indexation for 2023/24 and the subsequent years (see 2.3).

2.2. Subject to Section 3 of this Scheme a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in the following Table, and the annual rate of each such allowance shall be the amount specified against that special responsibility in that table:

2.3 The basic allowance will increase annually from 1 April at the same rate as the percentage cost of living uplift in the national pay settlement for local government employees for that year. In the event that a cash sum, as opposed to a % increase is awarded, then the average increase in pay of those Publica staff supporting Cotswold DC and staff directly employed by Cotswold DC will be applied, as determined by the Deputy Chief Executive and Section 151 Officer. If the pay settlement is not known until after 1 April then a backdated uplift will be applied.

2.4. Any Councillor stepping down from a role with a Special Responsibility Allowance (and relinquishing all responsibility) for the purpose of taking a period of maternity, paternity or adoption leave will be entitled to receive 50% of the special responsibility allowance for up to six months. This is not contingent on the Councillor being reappointed or re-elected to their previous role at the end of their period of maternity, paternity or adoption leave.

3. Part-year Entitlements

3.1. The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of the year, that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

3.2. Where the term of office of a Councillor begins or ends in the period between 1 April and 31 March, the entitlement of that Councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in the year.

3.3. Where a Councillor has during part of, but not throughout, a period from 1 April to 31 March such special responsibilities as entitle them to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which they have such special responsibilities bears to the number of days in the year

	<u>Rate</u>
<p>A. <u>Basic Allowance</u></p> <p>This is a general allowance paid to all Councillors. All Councillors receive the same amount per annum. This allowance is paid automatically to each Councillor on a monthly basis</p>	£5,544.00 per annum per Councillor
<p>B. <u>Special Responsibility Allowances</u></p> <p>These are special allowances paid to Councillors who hold positions with significant responsibilities over and above the general duties of an elected Member. Any such allowance is paid automatically to the relevant Councillor on a monthly basis. No more than 50% of Councillors should receive a SRA,</p> <p>The affected positions and sums payable are as follows:-</p> <ul style="list-style-type: none"> • Chair of the Council (multiplier x 1) • Vice-Chair of the Council (multiplier x 0.5) • Leader of the Council (multiplier x 3) • Deputy Leader of the Council (multiplier x 2) • Cabinet Member (exc Leader & Deputy) (multiplier x 1.5) • Chair of the Planning & Licensing Committee (multiplier x 1.5) • Vice-Chair of the Planning & Licensing Cttee (multiplier x 0.5) • Chair of the Audit & Governance Cttee (multiplier x 0.5) • Chair of the Overview & Scrutiny Cttee (multiplier x 1) • Vice-Chair of the Overview & Scrutiny Cttee (multiplier x 0.5) • Leader(s) of registered minority political group(s) (multiplier x 1) 	<p>£5,544.00 per annum</p> <p>£2,772.00 per annum</p> <p>£16,626.00 per annum</p> <p>£11,085.00 per annum</p> <p>£8,313.00 per annum</p> <p>£8,313.00 per annum</p> <p>£2,772.00 per annum</p> <p>£2,772.00 per annum</p> <p>£5,544.00 per annum</p> <p>£2,772.00 per annum</p> <p>£5,544.00 per annum divided between the respective group leaders</p>
<p>C. <u>Mileage Allowance</u></p> <p>This is an allowance paid in respect of mileage incurred by a Councillor in travelling to and from official Meetings and other approved duties.</p> <p>The rates are as follows:-</p> <p>Motor Cycle</p> <p>Motor Car</p> <p>The rates specified above may be increased in respect of the carriage of passengers, not exceeding four, to whom a mileage allowance would otherwise be payable, by</p> <p>Bicycle</p>	<p>36.4p per mile</p> <p>45p per mile</p> <p>20p per mile for the first passenger; and 10p per mile for the second and subsequent passengers</p> <p>45p per mile</p>
<p>D. <u>Fares/Parking</u></p> <p>A Councillor is able to seek reimbursement of actual expenditure incurred on other fares or parking fees in respect of attendance at</p>	Actual expenditure incurred

official Meetings and other approved duties. VAT receipts must be produced.

E. Subsistence Allowance

A Councillor is able to seek reimbursement of actual, but reasonable, expenditure incurred in respect of meals/subsistence when attending official Meetings or other approved duties (including conferences/seminars) where absence from home, including travel time, exceeds 4 hours and no food etc. is provided. Receipts must be produced.

No subsistence costs will be reimbursed in relation to attendance at meetings at any District Council offices.

Alcoholic drinks cannot be claimed for.

F. Child Care Allowance

A Councillor is able to seek reimbursement of actual expenditure incurred on caring costs whilst attending official Meetings or other approved duties, up to a maximum sum per hour. The allowance is paid not only in respect of the duration of attendance at a particular Meeting by a Councillor but also in respect of “door to door” travel time to and from approved duties.

The allowance is payable to any Councillor with a child or children under the age of 14 years who is/are, at the time, part of the claimant’s household living with them and who would normally be looked after by them. The carer must not be someone who also ordinarily lives with the claimant as part of the household.

The claimant must produce a receipt/return certified by the carer to validate any claim. Individual claims exceeding £100 may be invoiced direct to Cotswold District Council, for payment direct by the Council. The Democratic Services Manager shall have the delegated authority to ensure that care costs are reasonable based upon local rates.

G. Dependant Care Allowance

A Councillor is able to seek reimbursement of actual expenditure incurred on caring costs whilst attending official Meetings or other approved duties, up to a maximum sum per hour. The allowance is paid not only in respect of the duration of attendance at a particular Meeting by a Councillor but also in respect of “door to door” travel time to and from approved duties.

The allowance is payable to any Councillor with a dependant relative or relatives who would normally be looked after by them. The carer must not be someone who ordinarily lives with the claimant as part of the household.

Actual expenditure incurred	
Actual expenditure incurred	
Actual expenditure incurred	

The claimant must produce a receipt/return certified by the carer to validate any claim. Individual claims exceeding £100 may be invoiced direct to Cotswold District Council, for payment direct by the Council. The Democratic Services Manager shall have the delegated authority to ensure that care costs are reasonable based upon local rates.

H. ICT Allowance

An allowance to support the direct provision of ICT equipment/ broadband connectivity and support

£300 per annum per councillor paid monthly or drawn down in a lump sum

I. Withholding Allowances

Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the Council and/or from their responsibilities or duties which attract a special responsibility allowance, that part of the basic allowance and/or special responsibility allowance, and travelling and subsistence allowances, payable to them in respect of the period of suspension or partial suspension be withheld.

J. Renunciation of Allowances

A Member may, by notice in writing to the Chief Executive, elect to forego all or any part of their entitlement to a basic or special responsibility allowance