

Members' Allowances Scheme 2019-2023 For Brighton & Hove City Council

Report by the Independent Remuneration Panel

**Mr Ken Childerhouse (Chair)
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30 October 2018

*Brighton & Hove City Council Independent Members' Remuneration Panel
July - October 2018*

Chair's Foreword

The role of the Panel, under the Local Authorities (Members' Allowances) (England) Regulations 2003, is to make recommendations to the City Council as to the responsibilities or duties in respect of which allowances should be available and the amount of those allowances. In doing so we are able to look at various elements of the Members' Allowances Scheme (the Scheme).

Our review in 2018 has concentrated on putting forward a scheme of allowances that will inform and encourage prospective candidates to stand for election in 2019, so as to enable them to understand the financial support available should they be elected. We would therefore ask councillors to be mindful of the intention to develop and create a scheme of allowances to come into effect from May 2019 for what will be a new Council with a four-year term.

To assist our deliberations we have received written evidence and information from councillors, attended various committee meetings as observers and considered comparative data from other authorities in the South-East and across the country. Panel members sought to act as 'critical friends' in reviewing the current scheme of allowances and to account for the concerns of Members. This was undertaken with the clear objective in mind to put forward a scheme that was fit for purpose and would operate effectively for the term of the new council. The Panel were also keen to complete their review in the autumn to take account of the budgetary process and for the Scheme to be accepted prior to the May elections, to enable prospective candidates to understand the financial impact of becoming a councillor in 2019.

The recommendations we have outlined in our latest report have taken into account views expressed by Members, the recommendations of the Local Government Commission report on Women in Local Government, the LGA Peer Review and the council's decision-making structure as part of an in-depth review and our discussions and deliberations have not been taken lightly.

The Panel feel that these changes clearly reflect the remit given to the Panel to put forward an open and transparent Scheme of Allowances, which provides prospective candidates with a clear indication of the available resources and the potential impact that being elected may have on their individual circumstances.

The Panel would like to thank those Members who completed the on-line survey and those that appeared before the Panel, and note their commitment and candour.

Finally, on a personal note, I would also like to take this opportunity to thank my fellow members of the Panel for their commitment and invaluable contributions and the Head of Democratic Services for their support throughout the review.

Ken Childerhouse

Chair

30 October 2018

Executive Summary

A. Introduction: The Regulatory Context and Background to the Report

- A.1 The Panel was convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021). These regulations, which arise out of the relevant provisions in the Local Government Act 2000, require all local authorities to set up and maintain an advisory Independent Remuneration Allowances Panel to review and provide advice on Members' allowances. All councils are required to convene their Allowances Panel 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.

B. Implementation of Panel recommendations

- B.1 The Panel recommends that the new Allowances Scheme adopted by the Council arising from this allowances review be implemented from the date of the Annual Council Meeting in May 2019, subject to the provision of the payment of the Basic Allowance from the fourth day after the elections. The principal changes to the scheme are listed below:
- B.2 That the basic allowance of £12,118 be increased to £13,002 pa;
- B.3 That the Leader's Special Responsibility Allowance (SRA) of £32,142 be increased to £32,505;
- B.4 That the remaining positions of additional responsibility continue to be set/confirmed as percentage levels of the Leader's Special Responsibility Allowance (SRA); as listed in the report:
- B.5 That it be noted the Panel is recommending a maximum of 25 Special Responsibility Allowances be paid under the Members' Allowances Scheme but that the exact number payable will only be identifiable once any double-ups and the outcome of the elections in May 2019 have been confirmed;
- B.6 That there be a maximum of one Deputy Leader's SRA and one Deputy Leader of the Opposition's SRA payable within the Scheme;
- B.7 That care costs for approved duties continue to be paid to councillors rather than carers, and that the hourly rate for cared-for children and dependent care rise to £9.00, per hour (the equivalent of the Living Wage); and that the upper age limit for cared-for children remain at "under 14";
- B.8 That the childcare and dependent care allowance be increased from £1,500 to £1,800pa.

Note: The childcare provision of £9.00 is set for each child and the total allowance claimable is capped at £1,800 per Member per year.

- B.9 That a contribution of 40% towards the cost of an annual bus pass be made by those councillors opting to have an annual saver ticket provided by the council.
- B.10 That the new Members Allowances Scheme should include provisions for maternity, paternity and adoption leave and that claims for child-care and dependent care should be reported separately to those of others allowances in the Scheme.
- B.11 That the new Members Allowances Scheme should include provision for the continued payment of allowances during sickness absence where a councillor has not attended any formal meetings of the Council, its Committees or Boards for a period of six months. Such provision to also include a 50% reduction in allowances that the councillor was entitled to if their continuation of office is approved in accordance with regulations for a further period of time. That payment of a reduced level of allowance would only be for a maximum of a further six months.
- B.12 That it be noted the new Scheme of Allowances, if adopted, provides for a potential saving of approximately £20,000 based on the current scheme and take up of bus passes and care allowances.

C. The Context for the Review and the Role of the Independent Remuneration Panel

- C.1 Between June and October 2018 the Panel has undertaken a detailed review of the scheme of allowances. In order to be as consistent as possible with previous reviews, it has considered evidence from the Group Leaders and councillors. In addition, information has been obtained from a range of London Boroughs, Unitary Authorities, Counties and Metropolitan Authorities. The Panel has considered levels of payments at all other Unitary Authorities listed in the 2017/18 South East Employer's Survey of allowances and looked at those listed in the North East and North West Employers' Surveys.

Setting an appropriate level of Basic Allowance

- C.2 The Panel believe that a clear view has emerged from the discussions with councillors, and the survey, which is that the level of the Basic Allowance needed to rise. Whilst in comparison with all authorities across the South-East, the level of Basic Allowance is high, in direct comparison with comparable Unitary Authorities it is at an equal level. The Panel has built up that picture over the past few months and continues to recognise that the basic allowance is an important part of the overall scheme and that this payment is the only allowance to which many of the councillors are entitled. We believe that we have strong evidence on which to base our recommendations, which is outlined later in this report.

Special Responsibility Allowances

- C.3 The Panel believe that the changes to the level and number of SRA's are required to reflect the complexity, size and democratic structure of the

authority, and have taken in to consideration the feedback from councillors and comparative information that was available. The Panel concluded that the current scheme of allowances was not as reflective of the roles and responsibilities that exist under the committee system as it could be.

D. Public Service Principle

- D.1 This is the principle that an important part of being a councillor is the desire to serve the public and therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. Moreover, we found that a public service concept or ethos was articulated and supported by all the councillors we interviewed, and in the responses to the questionnaire completed by councillors as part of our review.

Fair Remuneration Principle

- D.2 Whilst supporting the public service ethos, we believe that the council should provide a package of financial support which is reasonable, that it goes some way towards addressing the disincentives from serving in local politics, and that it does not disadvantage people from all walks of life who wish to enter the political arena in this way.

E. In summary

- E.1 As outlined elsewhere in this report, the Panel has carried out an extensive review of each of the allowances set down in the Scheme. We are of the opinion that there may be a greater political dynamic to the Authority resulting from the forthcoming council elections and into the next Administration. The Panel believe that each of its recommendations provides a fair, open and transparent scheme of allowances for those elected and those involved in the democratic process.
- E.2 The Panel have also taken into account the recommendations of the Local Government Commission and findings of the Fawcett Society's report in 2017 on Women in Local Government. To this end, the Panel has made recommendations that it feels fall within its remit for putting forward a Members Allowances Scheme that is reflective of the aims of the Commission.
- E.3 The Panel reserve the right to undertake further reviews of any of the principles outlined above and to amend them as appropriate when drawing up the Scheme.

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1 Introduction: The Regulatory Context and Background to the Report

1.1 The Panel was convened under *The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021)*. These regulations, which arise out of the relevant provisions in the *Local Government Act 2000*, require all local authorities to set up and maintain an advisory Independent Remuneration Allowances Panel to review and provide advice on Members' allowances. All councils are required to convene their Allowances Panel 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.

1.2 The Panel was given general terms of reference to make recommendations to the City Council on the appropriate form and level of remuneration:

- For all councillors (i.e. the Basic Allowance);
- Special Responsibility Allowances;
- Childcare and Dependant's carers' allowances for councillors;
- Travel and Subsistence allowances;
- Allowances for co-optees;
- To recommend a scheme for the duration of the 4-year term of the council; subject to an annual and any other periodic reviews;
- To consider the recommendations of the Local Government Commission and report of the Fawcett Society – Does Local Government Work for Women.

1.3 This is the second full review of the Members Allowances Scheme under the current committee arrangements and we are aware that there have been and are likely to be further changes to the decision-making process. Councillors are facing a number of challenges, and partnership working and public engagement continues to be important factors which are re-shaping the way all councillors work. In this respect we acknowledge that there are difficulties in balancing conflicting demands on time and workloads for all councillors. The Panel is aware that change continues to be an important element and we recognise the following as being of particular significance –

- (a) The committee arrangements under a minority Administration have brought with them a need for all councillors to take on new roles and we recognise that this has been a challenging process. It has continued to have an impact on the Administration and Opposition Groups alike and this was reflected in the LGA peer review in 2017;
- (b) There are five wards which are 'split' politically and there continues to be duplication of some work because of the political differences and communication challenges. Where there is joint working, additional time is spent on liaising with councillors from other groups to negotiate an agreed approach to ward issues.
- (c) The Planning Committee and Licensing Panels both continue to meet frequently and often involve lengthy deliberations. There is an

expectation that choosing to serve on these bodies will require a significant time commitment. Whilst the Panel recognises this impact on those councillors who sit on the committee and/or licensing panels, it holds the view that the decision to serve on them is taken in the full knowledge of the time commitment required. It does not therefore see the need to make provision for additional financial recompense within the Scheme.

1.4 The Panel had regard to:

- The roles which councillors were expected to fulfil and the differing roles and responsibilities of particular councillors;
- The current method of local administration (in Brighton & Hove this is the committee system);
- Practice amongst other local authorities in the UK;
- 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 (from the Audit Commission, Local Government Association and other interested parties);
- The previous recommendations made and the decision taken by the City Council in respect of the last review.

2 The Panel

2.1 Brighton & Hove City Council appointed the following to its Independent Remuneration Panel, namely:

Ken Childerhouse (Chair) (retired university lecturer);

Martin Andrews (civil servant);

John Bateman (teaches Corporate Governance in the Department of Business and Management at the University of Sussex);

Rachel Potter (JP, Journalist and Editor specialising in local government and the public sector).

2.1 This is the Panel's second full report on Members Allowances.

2.2 The Panel considered a number of issues highlighted through an on-line questionnaire to councillors, face-to-face meetings with councillors, meetings with the Leaders of the three Groups and attendance at committee meetings. The Panel also sought to take into account:

- The current allowances scheme;
- Councillors' views on the scheme;
- Payment for Childcare and Dependent Care;
- The council's decision-making structure;
- The council's budgetary position and savings targets.

3 Principles for the Members' Allowances Scheme

- 3.1 The Panel considers that the set of principles adopted for the determination of the current Members Allowances Scheme should continue to form the basis of any scheme adopted by the council.
- 3.2 In undertaking its legal responsibilities to consider and make recommendations on Members' allowances and associated matters, the Panel has been aware of:
- (a) the need for allowances to fairly reflect the public's high expectations of their elected representatives in a modern and progressive local authority;
 - (b) the reality of the responsibilities that councillors carry out for their constituents and in support of the effective management of the Council;
 - (c) the need for the allowances framework to support councillors and not itself to serve as a barrier to those who might wish to consider standing or remaining as a councillor;
 - (d) the Council's requirement and expectation of the roles of those councillors performing special responsibilities.

The Council's Objectives:

- Provide appropriate support for people from all walks of life, enabling those with a wide range of skills and from different backgrounds to serve as councillors without financial disadvantage.
- Recognise the changing roles of elected members as local ward councillors, as well as in formal council meetings, to ensure that changes to the democratic process are reflected and supported where possible.
- Incorporate into any scheme a voluntary service element which reflects the nature of the role and recognises the concept of civic duty.
- Recognise the significance of co-opted members in the operation of the authority.
- Provide role profiles for each of the positions set down in the Members' Allowances Scheme to support the recruitment and retention of councillors, to reinforce the aims of the council and to assist in future Independent Remuneration Panel reviews.
- Provide a sustainable travel scheme which encourages the use of bicycles and public transport throughout the city.
- Expect receipts/tickets to be attached to all claims submitted by both councillors and co-opted members to entitle the applicant to reimbursement.
- Approve a scheme which is open and transparent, which is available for public scrutiny and which meets audit requirements.
- Demonstrate value for money.

Expectations:

Councillors should:

- Recognise that there is a voluntary aspect to the role;

- Accept that where they are taking on significant additional responsibilities, these will require a full or near full-time commitment and that this may be detrimental to career activity;
- Consider maintaining a reasonable work/life balance when undertaking their council duties;
- Submit claims for travel or subsistence, child or dependent care within two months of attending an approved duty – any claims received outside that time limit to be paid at the discretion of the Monitoring Officer in exceptional circumstances only;
- Submit accurate claims in accordance with the Members' Allowances Scheme;
- Provide all appropriate documentation requested of them such as driving licence, birth certificate, insurance etc.

Performance and Support:

- Effective support to be available to every councillor to assist them in their various roles, this to include provision for child and dependent care where appropriate, administration and business support;
- The loan of council equipment, (mobile phones, laptops/tablet devices), to enable councillors to undertake their duties;
- Allowances should be withheld where a councillor is suspended or partially suspended from responsibilities or duties;
- The Members' Allowances Scheme and any payments made from it should be published and made generally available to the public as well as being placed on the council's website.

4 Methodology

4.1 The Panel have met on the 21st June, 5th, 12th and 21st September, 1st, 17th and 30th October; having set aside a full day on the 12th September to meet with councillors. The Panel has also received written submissions from councillors and officers which were carefully considered before the Panel reached their conclusions.

4.2 The Panel has considered the following in order to arrive at our recommendations:

- detailed information and analysis gleaned directly from councillors' responses to an electronic survey;
- first-hand qualitative information obtained from face-to-face discussions with councillors;
- the latest information on allowances paid by other authorities on a local, regional and national basis;
- attendance at various committee meetings;
- guidance from approved national bodies (e.g. the Local Government Association), experts in Members' Allowances and good practice;
- the formula approved and used since 2003 to set levels of remuneration and other statistical evidence;
- the council's salary inflation rate for 2018/19.

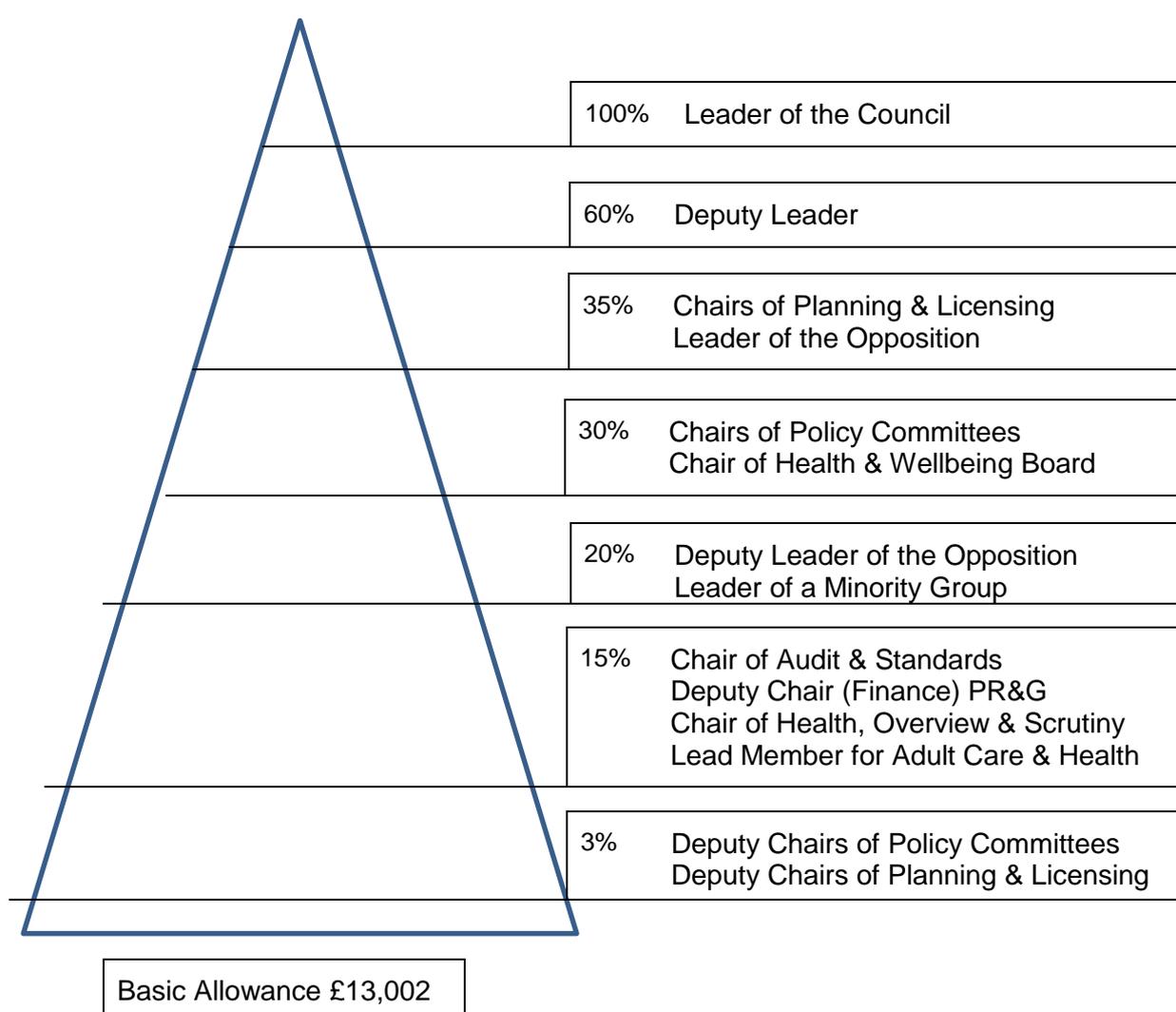
5 Implementation of Panel recommendations

- 5.1 The Panel recommends that the new allowances scheme adopted by the council arising from this allowances review be implemented from the date of the Annual Council Meeting in May 2019, subject to the provision of the payment of the Basic Allowance from the fourth day after the elections (i.e. 6th May 2019) and receipt of a signed declaration of office.

The following recommendations are put before the Full Council:

- 5.2 That a basic allowance of £13,002 pa be paid to all councillors with effect from 6th May 2019 (this being the fourth day after the local elections), (see paragraphs 6.7 – 6.15 of the report);
- 5.3 That the following positions of additional responsibility be set/confirmed as percentage levels of the Leader's Special Responsibility Allowance (SRA); as listed in the chart and table below and detailed in paragraphs 6.16 – 6.36 of the report and appendix 2 to the report):

Basic and Special Responsibility Allowances



Special Responsibility Allowances:

		%	Proposed £
1	Leader of the Council*		32,505
2	Deputy Leader of the Council**	60	19,503
	<i>Chairs of Policy Committees</i>		
3	Policy, Resources & Growth*	30	9,752
4	Children, Young People & Skills	30	9,752
5	Environment, Transport & Sustainability**	30	9,752
6	Housing & New Homes	30	9,752
7	Neighbourhoods, Inclusion, Communities & Equalities	30	9,752
8	Tourism, Development & Culture	30	9,752
	<i>Chairs of Regulatory Committees</i>		
9	Planning	35	11,377
10	Licensing	35	11,377
11	Audit & Standards	15	4,876
	<i>Deputy Chairs of Policy Committees</i>		
12	Deputy Chair (Finance) Policy, Resources & Growth	15	4,876
13	Children, Young People & Skills	3	975
14	Environment, Transport & Sustainability	3	975
15	Housing & New Homes	3	975
16	Neighbourhoods, Inclusion, Communities & Equalities	3	975
17	Tourism, Development & Culture	3	975
	<i>Chairs of Overview & Scrutiny Committees</i>		
18	Health Overview & Scrutiny	15	4,876
	<i>Deputy Chairs of Regulatory Committees</i>		
19	Planning	3	975
20	Licensing	3	975
	<i>Other positions of additional responsibility</i>		
21	Chair of Health & Wellbeing Board	30	9,752
22	Lead Member for Adult Care & Health	15	4,876
23	Leader of the Opposition	35	11,377
24	Deputy Leader of the Opposition	20	6,501
25	Leader of the Minority Group (subject to holding a minimum of 10% of seats)	20	6,501

Current double-ups shown by * and **

- 5.4 That it be noted the Panel is recommending a maximum of 25 Special Responsibility Allowances be paid under the Members' Allowances Scheme, but that the exact number payable will only be identifiable once any double-ups and the outcome of the elections in May 2019 have been confirmed;
- 5.5 That with regard to paragraph 5.4 and (2) in the table above, there be a maximum of one Deputy Leader's SRA payable within the Scheme, (although the role may have a job-share);

- 5.6 That with regard to paragraph 5.4 and (3-8) in the table above, Chair of a Policy Committee, there be an expectation that a maximum of 5 out of 6 SRA's attributed to the posts within the scheme would be paid because of a double-up;
- 5.7 That with regard to paragraph 5.4 and (24) in the table above, there be a maximum of one Deputy Leader of the Opposition's SRA payable within the Scheme, (although the role may have a job-share);
- 5.8 That with regard to paragraph 5.4 and (25) in the table above, there be a requirement to hold a minimum of 6 seats (10%) to qualify as a Leader of a Minority Group for the payment of the SRA;
- 5.9 That the Mayor's and Deputy Mayor's Allowances for 2019/20 should be set at £9,752 and £1,950 respectively, (see paragraphs 11.1 – 11.3) ;
- 5.10 That a Co-optees' Allowance of £1,030pa be paid to each of the two Independent Co-optees of the Audit & Standards Committee, (this being a 2% increase in line with the council's salary inflationary rate and an index applied equivalent to the inflationary rate for future years). In addition to the annual allowance a payment of £200 per Standards Panel Hearing be made for each one that they chair;
- 5.11 That the table set out above and in Appendix 2 which lists all the positions of special responsibility be noted; but that individual post-holders be changed at the discretion of either the full Council or the Leader of the respective Group as appropriate;
- 5.12 That an index be applied to the Basic Allowance equivalent to the council's salary inflation, taking into account the hourly rate of pay for male full-time employees in Brighton and Hove, and that this be implemented on the day of Annual Council for each of the municipal years subsequent to an election year, and subject to an annual review of the Independent Panel;
- 5.13 That an inflationary increase based on the council's salary inflationary rate be attributed to the Leader's SRA and thereby all other SRA's within the scheme and that this be implemented on the day of Annual Council for each of the municipal years subsequent to an election year, and subject to an annual review of the Independent Panel;
- 5.14 That the Mayor's and Deputy Mayor's allowances be set as a percentage of the Leader's SRA as determined by the Panel and an inflationary increase based on the council's salary inflationary rate be attributed to the allowances. That this be implemented on the day of Annual Council for each of the municipal years subsequent to an election year, and subject to an annual review of the Independent Panel;
- 5.15 That care costs for approved duties continue to be paid to councillors rather than carers, and that the hourly rate for cared-for children and dependent care

rise to £9.00 per hour, (the equivalent of the Living Wage as set by the Living Wage Foundation); and that the upper age limit for cared-for children remain at “under 14” (see paragraphs 7.5 – 7.13 of the report);

- 5.16 That a clear and concise care package be drawn up by officers of what is claimable under the scheme (see paragraphs 7.6 – 7.8 of the report);
- 5.17 That levels of remuneration for non-committee co-optees should continue to be the same as those in the Members’ Allowances Scheme ;
- 5.18 That the Subsistence Allowance remains unaltered and no alcohol costs be reimbursed as laid down in the Members’ Allowances Scheme (see paragraphs 7.24 – 7.27 of the report);
- 5.19 That the Travel Allowance remains in line with Inland Revenue Advisory Rates and any amendments made to them accordingly; (subject to an annual review), and that the Scheme continues to retain the council’s Driving at Work policy in respect of councillors’ motor mileage claims (see paragraphs 7.14 – 7.23 of the report);
- 5.20 That Motor mileage and subsistence shall only be claimable when attending approved duties outside of the city boundaries;
- 5.21 That the council stop payments to councillors who have been suspended or partially suspended from their duties where they have breached the Code of Conduct;
- 5.22 That in order to assist with future reviews, consideration be given to adopting job profiles for the role of a councillor and the various positions identified for a Special Responsibility Allowance;
- 5.23 That the payment policy for SRAs around election time, as detailed in appendix 6 to the report, be noted and approved; and
- 5.24 That it be noted in making our recommendations there is a potential saving of £20,000 to the cost of the Members’ Allowances Scheme (see appendix 1 to the report). However, the cost of future childcare and/or dependent care and take up of annual saver bus passes will have a direct impact on the level of saving that could be achieved.

6 The Context for the Review and the Role of the Independent Remuneration Panel

- 6.1 In reviewing its Members’ Allowances Scheme, the Council is required to obtain the advice of its Independent Remuneration Panel, and to have regard to the Panel’s recommendations.
- 6.2 This latest review has been conducted over a 5-month period, providing the opportunity to look extensively at each of the allowances and expenses within

the Members' Allowances Scheme. This means that the Panel has been able to consider whether the operation of a committee system and the impact of a minority-led council with three clear political groups should be better reflected within the overall scheme of allowances. The Panel has gathered strong evidence from within the council as well as reviewed external comparisons on which to base each of the recommendations in its latest report.

- 6.3 Throughout the review period, the Panel has been mindful of major external issues and how they impact on any recommendations made. Although not strictly a requirement under its terms of reference, the Panel has taken into consideration the economic climate and the council's own financial constraints and budgetary position. It has therefore sought to ensure that any recommendations to the allowances scheme have remained within the prescribed Members' Allowances budget.
- 6.4 The Panel remains firmly of the view that all the allowances and expenses and any methodology applied must be open, transparent and accountable. The Panel would like also to draw attention to the fact that there are no monetary payments made to councillors and co-opted members other than those stipulated in the Members' Allowances Scheme.

The 2018 Review

- 6.5 The Panel has been quite clear in its view that Brighton is one of the English core cities and holds strategic significance both regionally and nationally. The Panel has looked at the various elements of the current Scheme of Allowances and considered the extent to which it provides adequate and effective support for both the leadership of this strategic local authority and the complementary roles of councillors.
- 6.6 Between June and October 2018 the Panel has undertaken a detailed review of the scheme of allowances. In order to be as consistent as possible with previous reviews, it has considered evidence from the three Group Leaders and councillors. In addition, information has been obtained from a range of London Boroughs, Unitary Authorities, Counties and Metropolitan Authorities. The Panel has considered levels of payments at all other Unitary Authorities listed in the 2017/18 South East Employer's Survey of allowances and looked at those listed in the North East and North West Employers' Surveys.
- 6.7 The Panel circulated an electronic survey to all councillors in July, which closed in September, and has gathered information from it. We are particularly grateful to those who responded to the survey, achieving a 46.4% response rate and providing us with important detail that helped in our individual meetings with councillors and the Group Leaders.

Setting an appropriate level of Basic Allowance

- 6.8 The Panel has received impressive evidence, particularly from younger and working councillors, of the heavy and to some degree unanticipated time commitment which is required of them. As Dame Jane Roberts, Chair of the Councillors Commission in 2008 described it:

“They [councillors] are the community champions. They are the two-way translators bringing the voices of the different communities that they represent into the Council to inform the decision-making process.”

- 6.9 Councillors face challenges in securing service provision and improvement in an era of restraint and cut-backs. The relatively high cost of living in Brighton and Hove is another significant factor in helping the Panel to reach a conclusion about the Basic Allowance.
- 6.10 The Panel believe that a clear view has emerged from the discussions with councillors and the results of the survey, which is that the level of the Basic Allowance needed to be increased.
- 6.11 Whilst in comparison with all authorities across the South-East, (see appendix 3) the level of Basic Allowance is high, in direct comparison with comparable Unitary Authorities it is at a similar level.
- 6.12 The Panel has built up that picture over the past few months and checked and rechecked that what we have learnt still stands. We are acutely aware that the basic allowance is an important part of the overall scheme and that this payment is the only allowance to which many of the councillors are entitled. We believe that we now have strong evidence on which to base our recommendations.
- 6.13 The Panel remains of the view that time commitment must be a primary consideration in the development of an appropriate level of basic allowance. From the responses we have received to our latest survey and also from discussions subsequently held with councillors, it is clear that the number of hours worked by councillors remains consistent. The Panel acknowledge that it is difficult to fully quantify the level of time spent on council duties; it has concluded that on average it remains at 29 hours per week. The Panel recognises that in some cases time commitment is even greater, depending largely on the roles undertaken by individual councillors and the constraints of their employment. What is apparent is that it is the way in which councillors are spending their time that has changed more than the amount of time involved.
- 6.14 From the information analysed, we found councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for training, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount (PSD) of 40 per cent to the calculation of the Basic Allowance (see paragraph 16 of the report). This percentage sits within the range of PSDs applied to basic allowances by councils in the South East.
- 6.15 Whilst being mindful of the current economic constraints, the Panel recommends that the Basic Allowance for 2019/20 should increase from £12,118 to £13,002. We feel that on balance this provides the best possible

financial support at the current time, particularly for those councillors not in receipt of additional allowances. We understand several councillors have given up well-paid jobs, taken career breaks or sought part-time paid employment in order to continue with their council duties over the past few years and we wish to go some way towards redressing the balance, whilst retaining the public service ethos.

- 6.16 In previous years we have emphasised the importance of retaining transparency in our methodology for recommending the level of the basic allowance and we wish to continue applying the formula identified by the Institute of Local Government Studies at the University of Birmingham (INLOGOV). This formula takes into account the number of hours worked the local hourly rate of pay and incorporates a percentage which recognises the public service ethic. This is expressed as follows:

Number of hours/ days worked x rate for the job minus a public service element



For Brighton & Hove this equals: 29hrs x £14.37per hour – 40% x 52 = £13,002pa

- 6.17 As we wish to ensure that our proposals continue to be realistic in terms of national employment statistics, we have also checked that the level of basic allowance proposed will be in line with hourly rates of pay for male full-time employees in the Brighton & Hove unitary authority area, and we are pleased to report that our recommendations remain consistent with this methodology – the new basic allowance falls between the median and mean salaries for these male employees.
- 6.18 We are strongly of the view that the INLOGOV formula should be retained and feel that this provides a clear and demonstrable methodology for calculating the basic allowance.
- 6.19 In addition, the Panel noted that many authorities are applying an index to their basic allowances for a maximum of four years and the Regulations permit this and recognise it as good practice.
- 6.20 We therefore recommend a basic allowance of £13,002pa. This should take effect from 6 May 2019, the fourth day after the election to office.
- 6.21 We further recommend that an index be applied to this allowance and that a salary inflationary increase be added on the day of Annual Council each year for up to a maximum of four years (as permitted by the Members' Allowances Regulations). This would also be subject to any changes in the formula used and any further Panel reviews being conducted should they be deemed necessary at any time beforehand. In any event, the Panel will continue to

meet from time to time to ensure that the allowances remain at an appropriate level and that they mirror the democratic structure of the council.

Positions of additional responsibility - Special Responsibility Allowances

- 6.22 The Panel recognises that in addition to the ward councillor role, some councillors undertake extra duties and responsibilities for which it is appropriate to pay Special Responsibility Allowances (SRAs). We are aware that the guidance governing the payment of these allowances recommends that not more than half the councillors in an authority should be in receipt of an SRA (27 in the case of Brighton & Hove). Our latest proposals provide for a maximum of 25 payable SRAs, although it is anticipated 23 will actually be paid, and the proposals are therefore in line with best practice.
- 6.23 The Panel believe that the changes to the level and number of SRA's are required to reflect the complexity, size and democratic structure of the authority, and have taken into consideration the feedback from councillors and comparative information that was available. The Panel concluded that the current scheme of allowances should be revised to reflect the roles and responsibilities that exist under the council's committee system.
- 6.24 The Panel maintain that in determining the level of the various SRA's within the Scheme, each should be set as a percentage of the Leader's allowance, and noted this was supported in the results from the survey.
- 6.25 After careful consideration we recommend that a maximum of 25 SRA's be payable, a number that falls within the scope of the guidance but which we feel fully reflects and supports the current governance arrangements which are in place at Brighton & Hove. At this time we do not see the need for any additional posts to be included within the Members' Allowances Scheme, nor do we support any moves to take the payment of the allowances over budget.

Leader of the Council

- 6.26 The Panel took account of the view that the role of the Leader of a leading Unitary Authority such as Brighton & Hove City Council should be recognised, given the complexity, size and budget of the council. There is a clear acknowledgement that the Leader of the Council is required to represent not only the local authority but the city as a whole. Based on the evidence gathered as part of this review we recognise that the position of Leader holds an important and strategic role, requiring them to not only direct policy and set corporate priorities locally, but also to do so at regional and national levels. As a vital and key position, both inside the council and outside, the role should be given an appropriate level of remuneration.
- 6.27 The Panel were also mindful of the debate nationally regarding pay differentials for senior roles and staff, and felt that the Leader's SRA should relate to the level of Basic Allowance payable to a councillor with no additional responsibilities. In order to ensure that the ratio was transparent and easily understood by councillors and public, the Panel felt that a multiplier of the

Basic Allowance was fair and reasonable (this is also in line with other authorities).

- 6.28 In this regard, it recommends the Leader's SRA should be set at 2.5 times that of the Basic Allowance.

$$\boxed{\text{£13,002}} \times \boxed{2.5} = \boxed{\text{£32,505}}$$

- 6.29 The Panel therefore recommends that the Leader of the Council should receive an SRA for the significant role and extra responsibilities of leading a high-profile unitary authority of £32,505pa. It acknowledges that this results in a slight increase for the Leader's allowance, but maintains that it reflects the role and its responsibilities. It is also a direct consequence of applying the multiplier.

Deputy Leader

- 6.30 In looking across the Scheme as a whole, the Panel concluded that the scheme of allowances was not as reflective as it could be of the roles and responsibilities that exist under the committee system. To this end, the Panel believe that the role of Deputy Leader of the Council was not as significant as previously thought. Taking account of the evidence received and in comparing with other authorities the Panel felt that whilst there was an important element to the role, coupled with being a Chair of a Policy Committee; it should be reduced from 70% to 60% of the Leader's allowance.

- 6.31 The Panel therefore recommend an SRA of £19,503 for the Deputy Leader within the scheme, in recognition of their level of responsibility and the presumption that they would combine the role with that of a Chair of a Policy Committee.

Chairs of Policy Committees

- 6.32 The Panel believe the role of the Chairs of the policy committees had remained significant and that their level of responsibility went beyond the running of the committee itself. There had been clear evidence to show that they undertook several duties in their capacity as Chair. However, the Panel also recognised that the level of responsibility was not as comparable to that of a Cabinet Member under an Executive System. It is therefore recommended that the level of SRA should be set at 30% of the Leader's allowance. The percentage split is slightly less than before and would mean a small decrease in the overall allowance from £11,250 to £9,752.

- 6.33 The Panel also noted that whilst the scheme would list the Chairs of the six policy committees, should their recommendations be accepted, then in having regard to paragraphs 5.7 and 6.24 above, a maximum of 5/6 SRAs would be paid.

Chairs of Planning and Licensing Committees

- 6.34 The regulatory committees of the council have undergone little if any change during the current review period, but it became clear from the survey and meetings with councillors that whilst the time commitment for the Chairs of both the Planning and Licensing Committees is onerous, this was not reflected for the Deputy Chairs.
- 6.35 The Panel noted that the Chair of the Licensing Committee was expected to serve on the majority of the ad-hoc Licensing Panels which were called on a regular basis. However, in balancing the roles within the scheme, the Panel also felt that both the Chairs' and Deputy Chairs' should be reduced as a percentage of the Leader's allowance and their respective allowances reduced to £11,377 for the Chairs and £975 for the Deputy Chairs.

Chair of Audit & Standards Committee

- 6.36 Having reviewed the role of the Chair of the Audit & Standards Committee and considered the remit of the committee, the Panel felt that the position was not reflected appropriately in the scheme and have therefore recommended a reduction in the level of the SRA for the Chair to 15% of the Leader's allowance, £4,876. It should also be noted that this more comparable to other authorities in the region.

Deputy Chair (Finance) of Policy & Resources Committee

- 6.37 The Panel were also mindful of the roles of the Deputy Chair (Finance) of Policy & Resources Committee and the Lead Member for Adult Care & Health; both of which had been brought up in discussions with councillors.
- 6.38 The Panel have taken into account the council's objective to achieve a balanced budget by year-end and the role of the Deputy Chair (Finance) in regard to the formal and informal processes for budgetary planning and discussions that take place during the budgetary cycle. However, the Panel are also mindful that the Leader and Deputy Leader have a significant and an active impact on these processes and, as such, have concluded that the Deputy Chair's role should be reduced to a lower level of 15%, £4,876.

Chair of the Health & Wellbeing Board

- 6.39 The Panel have reviewed the role of the Chair of the Health & Wellbeing Board and taken in to account the anticipated changes in governance functions and the integration of health and social care. In this respect, the Panel are of the view that the role of the Chair will have a significant level of responsibility and that it equates to that of the Chair of a policy committee and should be set at 30% of the Leader's SRA, equating to £9,752.

Lead Member for Adult Care & Health

- 6.40 In looking at the role of the Lead Member for Adult Care & Health, the Panel noted that there is currently a clear responsibility for taking the lead for Adult Care & Health matters and in supporting the Chair of the Health & Wellbeing Board. The post-holder also held the position of Deputy Chair of the Health & Wellbeing Board. However, there remained a question mark as to how the role would relate to the changes envisaged for the governance arrangements for the Health & Wellbeing Board, and it may therefore need further review within the term of the new council. The Panel concluded that there was evidence for the role, albeit that the Panel felt it was at a lower level than had previously been regarded. It therefore recommends that the SRA for the Lead Member for Adult Care & Health be reduced to 15% of the Leader's Allowance and set at £4,876.

Deputy Chairs of Committees

- 6.41 The Panel took on board the comments of councillors in regard to the roles of Deputy Chairs and looked at the comparative information for other authorities. The Panel were mindful that a support role to the Chair existed and was being fulfilled, but felt that this was to a varying degree depending on the committee. It was noted that that the role could be used to develop post holders as successive Chairs and would suggest that consideration is given to future planning for succession as part of the overall training and development for councillors. This was a point raised in the Local Government Commission's report, which suggested:

"Local authorities should consider introducing assistant or deputy cabinet member roles, filled on a gender equal basis, so that women are enabled to develop the skills and knowledge to take on leadership roles."

Whilst Brighton & Hove has a committee system, the recommendation can be taken on board when appointing deputy Chairs. However, it should be noted that the panel is not making any recommendation on whether roles should be filled on a gender equal basis, as this is beyond their remit.

- 6.42 The Panel also noted that the Deputy Chairs of the Planning and Licensing committees had previously been set at a higher rate, but felt that this differentiation was no longer justified. As such, the Panel felt that the positions should continue to be recognised within the scheme but should be reduced to a revised level, whilst remaining under review.
- 6.43 The Panel therefore recommends an SRA of £975 for all Deputy Chairs within in the scheme.

Leader and Deputy Leader of the Opposition

- 6.44 The Panel continue to acknowledge the role of the Leader of the Opposition in a minority led authority, as evidenced in the survey, and were also aware of the political dynamics within the authority. The Panel also noted the comments made in the LGA peer review which suggested a lack of collaboration between councillors and the need;

“to establish as high a level of trust between the parties as possible, particularly where there is agreement over the substantial issues.”

In this regard the Panel felt that the Leader of the Opposition had a particular role to play and therefore recommend that the allowance should remain at its current level within the scheme i.e. 35% of the Leader’s allowance, £11,377.

- 6.45 The Panel also recommend that only one post of Deputy Leader of the Opposition continues to be recognised within the Scheme, to reflect that of the situation of the Leader and Deputy Leader; and that it should remain at 20% of the Leader’s allowance, £6,501.

Opposition Spokespersons

- 6.46 Whilst the position of an Opposition Spokesperson was recognised by the council under its committee system, the Panel have concluded that the role and level of responsibility of an Opposition Spokesperson was not sufficiently demonstrated to warrant recognition within the Scheme above that of another member of a committee. It was felt that attendance at a pre-meeting was not justification for an SRA and that all Opposition Members would seek to ensure they were fully briefed, in order to undertake an effective opposition role on a committee. The Panel also looked for comparison at other local authorities and could not find similar payments being made.
- 6.47 The Panel are therefore not minded to recommend the inclusion of the role of Opposition Spokesperson within the Scheme of Allowances and thereby it is not attributable for an SRA.

Minority Group Leader(s)

- 6.48 The Panel reviewed the restriction on the payment of an allowance to a Minority Group Leader and recommend that the 10% of seats minimum requirement be maintained. It also felt that there was a role in regard to the committee process/decision-making and political relations amongst councillors and therefore recommends that the role remains at 20% of the Leader’s allowance. It would therefore attribute a payment of £6,501 to the role.

Overview & Scrutiny Chairs

- 6.49 Although not a new function, the Panel has recognised that some changes in the overview & scrutiny function have taken place with only the Health & Overview Scrutiny Committee now in operation. The Panel noted that this committee has a specific role, and would need to establish effective working relations with the Health & Wellbeing Board.
- 6.50 However, in taking into consideration the change to a committee system and the role of scrutiny within that, the Panel felt that the role of the Chair for the committee had reduced. Therefore, in line with other reductions against the Leader’s allowance, they recommend the role should be set at 15%, amounting to £4,876 for the role.

7. Other Considerations to the Scheme

- 7.1 The Panel would like to put on record that we are aware of the hard work that all councillors do in their wards, dealing with community matters, supporting their constituents and representing them at meetings, as well as attending many other duties such as Local Action Team meetings, community association meetings, school governing bodies and many more besides. We recognise that this work takes a considerable amount of time and that it is undertaken in addition to the raft of approved duties which are in the council's official timetable, relevant training programmes or schedules.
- 7.2 We were concerned to learn of the financial difficulty that some councillors or their councillor colleagues were experiencing in undertaking their council duties. Although in times of economic crisis the Panel recognises that it is difficult to justify increasing the Basic Allowance, and there may be little public support for such a move, for some councillors this is the only recompense they receive for an average of 29 hours per week spent on council business. Much of which is carried out in the evenings and at weekends and which has to fit around paid employment and family life.
- 7.3 From discussions with councillors it is clear that their roles have seen significant change and a greater impact on their time. The ease of access to them via email and social media means that they are available 24/7 and feel that they need to respond almost immediately in order to justify their roles. Whilst budgets and financial constraints severely restrict any major move in this direction, we do feel that some recognition with an increase in the Basic Allowance should be given in view of the greater burden councillors are facing to complete their work.
- 7.4 We are also keen to support a move towards the better retention and support of as wide a cross-section of the community as possible if they wish to stand and remain as elected Members. These facts must, however, be balanced with the voluntary element of the scheme, and we feel it is not unreasonable that an element of the caring and travel costs should be met from the Basic Allowance.

Child & Dependants' Carers' Allowances

- 7.5 The Child & Dependants' Carers' Allowance is another part of the Scheme that the Panel has considered in great detail. The Panel were mindful of the Local Government Commission's recommendation that parent councillors should not be disadvantaged in any way, nor should those with responsibilities for caring for elderly or dependant relatives. The Panel met with a number of councillors to discuss these important issues and also looked at how other authorities applied similar schemes to ascertain whether the current process should be adapted.
- 7.6 The Panel have looked at each of the concerns that have been raised with us in relation to care support, and we have attached at appendix 4 details of the average cost of childcare provision and the potential monthly allowance

available for childcare costs under the scheme. However, we would like to point out that whilst these figures reflect caring costs for children who are regularly looked after, we do recognise that the ad hoc nature of a councillor's work may mean that care provision such as this is not necessarily feasible.

- 7.7 The Panel acknowledge that it may be more practical for councillors to use family and friends to provide them with this type of care and we support this approach, provided the family member does not live in the same household. Alternatively, the [At Home Childcare Service](#) is a facility in which the council acts as "agent" between the carer and the parent/s. We understand that this scheme can be a good option for parents who need flexible childcare. The scheme is home-based and provides support for parents with more than one child as well as those with children who have special needs. Carers are vetted by the council and given appropriate training. A summary is set out in appendix 4 to this report.
- 7.8 We are keen to emphasise that whilst we do not insist that only registered child-minders be used, because we recognise there may be impracticalities of doing so for ad hoc caring, the onus is on parent councillors to ensure appropriate carers are employed by them. We understand from legal advisers that there is no liability on the part of the authority should inappropriate carers be used, whoever meets those caring costs.
- 7.9 We are aware that some councillors wish the council to introduce an annual lump sum taxable allowance to meet their caring expenditure. They feel that this would be a more flexible approach and it would enable them to meet their costs whatever arrangements were in place. However, as in all other parts of the Scheme, the Panel continues to press for payments to be claims-based because we feel that this is the only transparent and accountable option.
- 7.10 To this end, and again mindful of national interest, we acknowledge that the hourly rate of £9.00 may not meet the full cost of the care provider chosen. However, having reviewed the level of claims made in the last term of the council, the full allowance has not been regularly claimed and it is felt that the public would expect an element of the Basic Allowance to be used to meet care costs. The Panel also recommend that only care claims accompanied by receipts for attendance at approved duties be reimbursed, thus giving a clear message to the electorate that there is a robust audit trail of expenditure on this and all other parts of the budget.
- 7.11 The Panel has sought clarification from HM Revenue & Customs (HMRC) on salary sacrifice schemes such as childcare vouchers. We have learnt that these cannot be made available to councillors as such schemes can only be offered to *employees* by their employer. Councillors do not fit into that category. However, eligibility for Working Tax Credit and Child Tax Credit is something that individual councillors and their partners will need to discuss direct with HMRC as personal circumstances will vary.
- 7.12 We recommend therefore that care costs for approved duties should be paid to the councillor, provided they complete and submit the relevant form and attach their receipt within two months of the costs incurred. We propose to

increase the annual cap from £1,500 to £1,800pa for all child and dependent care. We also propose that the maximum hourly rate should be raised to £9.00 (in line with the Living Wage) in respect of children receiving “baby-sitting” care. This rate would apply to each child requiring care and we also recommend that the upper age limit for cared-for children should remain at “under 14”.

- 7.13 We also recommend that an hourly rate of £9.00 be payable for dependant adults and children with severe disabilities/special needs.
- 7.14 In relation to paragraphs 7.12 and 7.13 (above), no payments should be made which are over and above actual cost of the care provided. However, the hourly rate payable should reflect any increase to that of the Living Wage as set by the Living Wage Foundation on an annual basis.

Accessibility of Meetings

- 7.15 The Panel will also continue to review this aspect of the Scheme on an annual basis, as we recognise it is an issue that needs to be closely monitored and adapted to meet changing circumstances. In this regard, whilst beyond its remit, the Panel note the Local Government Commission’s recommendation that;

“Council members’ services teams should regularly survey councillors to identify the most mutually convenient meeting times for all members involved in meetings, and when setting meeting times should make sure councillors with caring responsibilities and disabled councillors are not excluded.

- 7.16 The Panel would therefore be interested in the findings should a survey of newly elected councillors be introduced to determine whether meeting times should be changed or varied for each committee and would consider these findings as part of its monitoring of the care provision within the Scheme.

Travel and Subsistence Allowance

- 7.17 Independent Remuneration Panels have direct responsibility for making recommendations in relation to travel and subsistence and in turn, local authorities are permitted under the 2003 Regulations to set their own Travel and Subsistence Allowances.
- 7.18 The Panel would like to place on record its continued support for the council’s sustainable transport agenda and we wish to actively support cycling and the use of public transport. We remain in line with a growing number of local authorities who are supporting the move towards more sustainable travel.
- 7.19 The Panel supports the council’s wishes to encourage greater use of bikes within the city. We note also that the original tax-free bike loan scheme is still in existence entitling councillors to take a lump sum tax-free loan to buy a bike.
- 7.20 Although we have listened to the concerns of councillors who use cars to cross the city, we continue to support the policy whereby only cycling or public

transport is claimable within the Brighton & Hove boundaries. We are pleased to report that the Members' Allowances Scheme offers councillors the choice between an Annual Saver Ticket for bus travel and cycle mileage within the city. In order to make this sustainable agenda as flexible as possible, the Scheme also supports a combination of ticketed bus travel and the reimbursement of cycle mileage for approved duties.

- 7.21 In having regard to the provision of an Annual Saver Ticket for bus travel, the Panel have noted that these are not limited to use on council business. As such it felt that local tax payers would question the continued provision of unlimited free bus travel across the city. Whilst it is beneficial for the council to purchase these tickets for councillors, the Panel feels that there should be a contribution towards the cost to account for non-council travel and that this should be set at 40% of the full cost of the ticket. Such contributions exist in other authorities' schemes and it again makes the process more open and accountable. It also recognises that free bus travel is not available to council staff or employees of other organisations, although there may be subsidised schemes, hence the recommendation that in choosing to opt for a bus pass a councillor should meet part of the cost, which would be covered by their Basic Allowance.
- 7.22 The Panel constantly looks for examples of good practice, at nationally recognised bodies and to experts to support any of its views. In this instance we have followed the HMRC advisory flat rates of:
- 45p per mile for cars, (up to 10,000 business miles)
 - 25p per mile for cars for each business mile above 10,000 miles
 - 24p for motorcycles, irrespective of engine size and
 - 20p for bicycles;
- 7.23 When setting an appropriate level of reimbursement for travel, we acknowledge that anything above these rates would incur tax liability, and we remain of the view that Brighton & Hove should continue to mirror HMRC advisory rates and any amendments made to them in the future.
- 7.24 In terms of the scheme, where car use is deemed appropriate, we continue to encourage car sharing and the use of bicycles alongside public transport as environmentally sound means of travel. We also actively support car sharing and recommend that HMRC advisory rates of 5p per passenger per mile (for a maximum of four passengers per vehicle) be claimable when travelling on approved duties.
- 7.25 A small number of councillors have raised their concerns over the withdrawal of car mileage payments within the city boundaries. This they say has caused a degree of hardship when travelling to several meetings at different venues on the same day and when public transport or cycling could be ruled out due to insufficient time. We have listened to these concerns and acknowledge that there may be some difficulty for a number of councillors, but we consider it important that a more sustainable approach be retained, and we are of the view that any costs incurred for such travel should be paid for from the Basic Allowance.

- 7.26 The Panel is has noted the council's Driving at Work Policy and we recommend that councillors should remain in line with staff and thereby comply with any of the policy's requirements. This means that councillors will be required to prove they hold a valid driving licence, have an appropriate business motor insurance policy and MOT certificate (where applicable) if they use their vehicles for council business.
- 7.27 The Panel remains conscious of the need to provide for exceptional circumstances and we continue to recommend that the use of taxis/personal transport be permitted by former Mayors undertaking mayoral duties on behalf of the Mayor, or indeed by the Mayor or Deputy should the mayoral car not be available for any reason.
- 7.28 In addition, in exceptional circumstances and/or where disability or injury applies, councillors' use of private transport/taxis is at the discretion of the Monitoring Officer.

Subsistence Rates

- 7.29 The Panel is happy that the current allowances for subsistence remain reasonable and we recommend that the following maximum rates be retained:

£6.77	Breakfast
£9.30	Lunch
£3.50	Tea
£15.00	Dinner

- 7.30 The Panel also consider that the rules on reimbursement for meals purchased on trains should remain, and that the overnight rate of £114 in London and £100 per night elsewhere for conference attendances are appropriate.
- 7.31 The Panel remains of the view that it is not appropriate or reasonable for the cost of alcohol purchased by councillors whilst on approved duties to be borne by the taxpayer and therefore stresses that this should be stipulated in the Members' Allowances Scheme.
- 7.32 As with previous reviews, the Panel recommends that no subsistence should be claimable by councillors within the Brighton and Hove boundaries. This is consistent with the approach adopted in respect of motor travel. We see no evidence of any need to change this part of the scheme and recommend that this continues to be covered by the Basic Allowance. However, once again we would suggest that should exceptional circumstances apply, an individual case should be considered by the Monitoring Officer.

8. Maternity, Paternity and Adoption Policy

- 8.1 In having consideration to the Local Government Commission's and Fawcett Society's report in 2017 which calls on local authorities to adopt maternity, paternity and adoption leave policies:

“The Secretary of State for Communities and Local Government should introduce a statutory England-wide, comprehensive maternity, paternity, adoption and parental leave policy for councillors. This should be in line with leave available to employees, and ensure that cabinet members continue to receive their allowances”

The Panel have looked at other councils and would like to review this issue further and consult with Members before bringing any recommendations forward. It is hoped that the review could be completed in order to report to full Council in March 2019 so that any changes could be included in the overall Members Allowances Scheme for 2019/23 and incoming councillors following the elections in May 2019.

9. Allowances in Cases of Ongoing Sickness Absence

- 9.1 As part of taking into account the need for the Members Allowances Scheme to account for maternity, paternity and adoption leave, it became clear that there was a need to make reference to sickness absence. The Panel considered whether councillors’ allowances should be structured so as to reduce in value and/or cease where councillors were absent from meetings due to extended periods of ill-health. The Panel were advised that there was a disparity between the way councillors and staff were treated if they were not able to work or attend meetings due to sickness. Whereas staff are subject to up to six months full pay and six months half pay (depending on length of service), the current Members’ Allowances Scheme did not include provision for the reduction or withdrawal of allowances in cases of ongoing councillor absence due to ill health.
- 9.2 Section 85 of the Local Government Act 1972 requires that a councillor is removed from office if they are absent from meetings for a period of six consecutive months regardless of the reasons for that absence. It allows for councillors to remain in office if the reasons for their absence have been approved by the authority prior to the period of absence reaching six months.
- 9.3 In cases of certificated sickness absence lasting more than six months the Chief Executive may decide it is appropriate to approve the absence, for example if the councillor would be able to resume their duties within a short period of time. In such cases under the current scheme full allowances would continue to be paid. The Panel agreed that this inequity with arrangements for employees did not uphold principles of fairness.
- 9.4 In reaching a conclusion, the Panel considered not only the arrangements for employees in cases of extended periods of sickness absence but also arrangements for councillors in other cities. Only two other schemes mentioned sickness in their allowances schemes. Both Bristol City and Leicester City Councils include provisions for the diminution of allowances in cases of absence.
- 9.5 In this regard, the Panel felt that where, through sickness, a councillor has not attended any formal meetings of the Council and/or any Boards, Committees or Panels of the Council of which he/she is a member for a period of six months (but remains a councillor by virtue of a decision of the Chief Executive

under section 85 of the Local Government Act 1972), from that date, any allowances to which he/she was formerly entitled to shall be payable at rate of 50% of the former allowance and only for a further period of six months.

- 9.6 In the interests of equality, the Panel also agreed that should a case arise where the Council/Chief Executive approves a councillor's absence allowing them to remain in office beyond six months without attending meetings where the absence is not related to sickness, that allowances would continue to be paid. The Panel also agreed to recommend that exemptions to the six month reduction should apply where the councillor is absent for reasons relating to pregnancy or maternity.

10. Approved Duties

- 10.1 The Panel recommends that the approved duties identified in Appendix 5 to this report be agreed and that childcare, dependent care, travel and subsistence all be claimable provided any additional requirements set down elsewhere in the report are met. This means that car/motorcycle travel and subsistence are only claimable outside the authority's area.

11. Independent Co-optees of the Audit & Standards Committee

- 11.1. A Co-optees' Allowance for the position of Independent Co-optee of the Audit & Standards Committee was reviewed and reported to the Policy & Resources Committee in May 2014. The Panel recommend that the level of the allowance should be increased in line with all others, i.e. a salary inflation rate be applied annually. The Panel also recommend that the agreed payment for Charing Standards Panels should remain at the current level.
- 11.2. As in past reviews, the Panel has looked for comparison at the levels of allowances paid in other local authorities and we are happy that Brighton & Hove sits amongst its peers in terms of the level of allowance paid to the independent co-optees. The Panel recommend therefore that an annual salary inflationary increase be applied to the Co-optees' Allowance in line with that for the Basic Allowance. This will bring the allowance to £1,030 for 2019/20, which is the same as the percentage increase applied to the council's salary inflationary increase for staff.

12. Non-co-optees Allowances

- 12.1. In terms of travel and subsistence, child and dependent care, the Panel holds the view that levels of remuneration for non-committee co-optees should continue to be the same as those in the Members' Allowances Scheme.
- 12.2. The Panel would encourage as much uniformity as possible in this respect, whilst acknowledging that those departments which make direct payments retain the authority to reimburse at individual rates should they consider them more appropriate to their departmental needs.

13. Mayor's and Deputy Mayor's Allowances

- 13.1 Although the Mayor's and Deputy Mayor's allowances do not form part of the Members' Allowances Scheme, they are subject to review and in this regard the Panel has the opportunity to include them as part of our current review. The Panel is strongly of the view that in order to maintain consistency these allowances should be treated in the same way as the other special responsibility allowances and therefore determined as a percentage of the Leader's allowance.
- 13.2 The current Mayor's and Deputy Mayor's allowances equate to £13,082 and £3,662 respectively. However, by applying a percentage level having taken into consideration the roles and duties involved, and in comparing these to other authorities and noting that as councillors they will be in receipt of their Basic Allowance.
- 13.3 The Panel therefore recommend that the allowances be set at £9,752 for the Mayor (30%), which still leaves it as the 4th highest amongst the authorities in the south-east and £1,950 for the Deputy Mayor (6%).

13. Pensions

- 13.1 The Panel has noted that since 2015 changes to the Regulations prevent councillors from joining the Local Government Pension Scheme (LGPS). Having previously been fully supportive of councillors being given the widest possible opportunities to join the LGPS, we feel this has been a retrograde step. This view has been supported by some councillors who have also raised the question with the Panel and expressed a desire for an alternative option to be made available to them.
- 13.2 Whilst it is currently for each individual councillor to determine what action they take in regard to having a pension; we would hope that further investigation can be made by officers to see if alternative provisions could be made. Should further information come to light, we would hope that it could be reported to the Panel and consideration given to amending the Scheme accordingly notwithstanding the need to ensure that any financial impact was accounted for.

14. Withholding of allowances

- 14.1 The Localism Act 2011 changed the regulations governing the standards regime for dealing with complaints against councillors and the Panel have noted the scheme adopted by the Council which falls to Standards Hearing Panels. The Panel have also noted that upon finding a breach of the Code of Conduct, recommendations are limited and rely on the Council and/or the Leader of a Group implementing any sanction. As such, where a decision affects the role/position of a Member in so much as they may no longer hold a position that attributes an SRA, the payment of the allowance will cease from the effective date of the change in that role.

15. Parish Council

- 15.1 In previous years, we have consulted with Rottingdean Parish Council on the subject of a Parish Allowance and intend to do so after the 2019 elections, in order to determine whether the newly elected parish councillors would wish to claim any allowances in the 2019/20 municipal year.

16. Public Service Principle

- 16.1 The Panel notes that the concept of public service and civic duty continues to be upheld by many councillors despite the time commitment involved and increasing demands placed upon them. We accept that this concept should remain and consider that a proportion of any time spent should continue to be regarded as voluntary. In the past we have recommended that the public service principle should be calculated at 40%. In other words, councillors give 40% of their time on a voluntary basis and although we recognise this is a significant contribution, we feel that it is set at an appropriate level.
- 16.2 The Panel therefore, is not recommending any change to the voluntary contribution at the current time.
- 16.3 Whilst supporting this ethos, we believe that the council should provide a package of financial support which is reasonable, that it goes some way towards addressing the disincentives from serving in local politics, and that it does not disadvantage people from all walks of life who wish to enter the political arena in this way.
- 16.4 The Panel is aware that the Government is keen to increase the number of people wishing to serve as councillors and we are mindful that locally the next elections will take place in May 2019. On the back of that we hope that the Government will give further consideration to encouraging employers to enable staff to take time off for council duties without penalty.
- 16.5 Maintaining a work/life balance has been a difficulty for many councillors over the past few years and we are aware that council and council-related duties continue to have a significant impact on their personal lives. In making our recommendations, we are seeking to support the council to find ways of ensuring that all councillors give proper consideration to maintaining a work/life balance, which we believe will help to encourage a wider cross-section of the community to serve on the council in the future.

17. Public Expenditure

- 17.1 The Panel has undertaken an extensive review at a time of financial constraint and has therefore made recommendations which it feels reflect the seriousness of the current economic climate within which councillors and the Panel must work, yet which also give appropriate recognition for the roles and duties of an elected councillor.
- 17.2 The views the Panel has expressed in this report demonstrate its belief that the proposed Scheme is reflective of the changing roles and responsibilities of

all councillors and that appropriate recognition and support is provided to those who undertake public duty.

- 17.3 Mindful that there is an expectation for the recommendations to remain within budget, the Panel has sought to provide much-needed support to those in 'backbench' positions who feel they struggle to cope with the financial burden, and in particular to those with caring needs. There are some significant changes proposed, but the Panel feel that they are fully justifiable and that they reflect the work of the authority under its current governance arrangements.
- 17.4 The Panel note that the Members' Allowances budget for 2019/20 is likely to be set at £906,984 and, working within that figure, it regards it to be imperative that any recommendations made by the Independent Remuneration Panel are sound. The Panel are pleased to report therefore that each of the changes being proposed are both transparent and accountable, that they remain in line with other local, national and regional authorities used for comparison, and that they also remain within the prescribed budget.

18 In summary

- 18.1 Whilst the purpose of this in-depth review has been to focus on all of the Panel's work areas, it has paid additional attention to those sections of the scheme that have been identified as of particular significance. These include the following:
- The level of the Basic Allowance;
 - The number and level of Special Responsibility Allowances;
 - The roles of Chairs and Deputy Chairs;
 - The Child Care and Dependents' Carers' Allowance;
 - The Mayor and Deputy Mayor's allowances;
 - The need for maternity, paternity and adoption leave to be accounted for within the Scheme.
- 18.2 The Panel has listened to any views that have been put to it and is confident that the package it is recommending is one which encompasses the nature of the authority. The Panel realise that in such difficult economic circumstances and in an unpredictable political climate, there is little room for flexibility, and there is the likelihood of increased scrutiny of payments to councillors. However, the Panel feel that its recommendations take account of these elements and provide a robust scheme that can be justified. It will ensure the role of a councillor is recognised with an appropriate level of remuneration as well as including capacity to support those with caring needs.
- 18.3 The Panel recognises that there has been little guidance on the modernisation of local government in terms of Members' Allowances to date, but has taken on board evidence from other local authorities and the views of individual councillors in its efforts to provide a Members' Allowances Scheme that reflects the council as a modern and dynamic authority.

- 18.4 The Panel note that in the past a number of councillors have chosen not to take the salary inflationary increase on their Basic Allowance. Whilst this is fully respected as a personal decision, the Panel feel it is important to account for the overall budgetary implications of the cost to the Members' Allowances Scheme, so that this can be accounted for within the council's budget setting process.
- 18.5 The Panel would also remind the Council that it has been asked to recommend a scheme that would be effective for the new intake of councillors in 2019/23; and therefore consideration and approval of the Scheme does not have a direct impact on serving councillors.
- 18.6 In setting out a new Scheme for the duration of the term of the Council from 2019, the Panel intend to meet annually but also on occasion when it sees fit, to review matters and account for any further structural or economic changes that may arise. As such it will continue to provide an annual report to the full Council, which is likely to be on a light-touch approach up until an extensive review in 2022, so that any substantial changes to the Scheme can be considered prior to the local elections in 2023.

Supporting Information

Appendices

1. Financial Information
2. Basic & Special Responsibility Allowances
3. South East Employers Allowances comparison
4. Childcare information
5. Approved Duties
6. Payment Policy for SRAs around election time
7. Members Allowances Scheme for 2019/2023

Background Documents

1. Members Allowances Scheme 2015-19
2. Local Government Commission / Fawcett Report on Women in Local Government 2018
3. South East Employers Members Allowances Review 2018/19
4. Family and Childcare Trust Annual Childcare Costs Survey, 2018
5. The At Home Childcare Service Parents Guide
6. Office of National Statistics

Appendix 1

Financial Information

- 1.1 The Members' Allowances budget for 2019/20 is estimated at £906,984 and this figure has been used as the basis of the Panel's recommendations. Although the overall budget set aside for Members' Allowances falls outside the Panel's remit, we have shown the cost of implementing the recommendations to be within budget.
- 1.2 The table below compares the current cost and proposed cost of the Members Allowances Scheme for 2019/20, based on the changes to the Basic Allowance and percentage levels of the Leader's Special Responsibility Allowance.

Cost of current Members' Allowances Scheme:		Cost of IRP recommended Members' Allowances Scheme from May 2019	
Basic Allowance: 54 x £12,118 =	£654,372	Basic Allowance: 54 x £13,002 =	£702,108
Special Responsibility Allowances: (23 out of 25 paid):	£210,855	Special Responsibility Allowances: If 23 of 25 are paid:	£172,601
Mayor & Deputy Mayor's Allowances:	£16,744	Mayor & Deputy Mayor's Allowances:	£11,702
Total Allowances	£881,971	Total Allowances	£886,410
2018/19 Budget	£889,200	2019/20 Budget	£906,984
<i>Projected saving of</i>	<i>£ 7,229</i>	<i>Potential saving of</i>	<i>£ 20,574</i>

Basic and Special Responsibility Allowances

The table below compares the current allowances and the proposed allowances for the new Members Allowances Scheme for 2019/23.

		%	Current £	%	Proposed £
1	Leader of the Council*		32,142		32,505
2	Deputy Leader of the Council**	70	22,499	60	19,503
	<i>Chairs of Policy Committees</i>				
3	Policy, Resources & Growth*	35	11,250	30	9,752
4	Children, Young People & Skills	35	11,250	30	9,752
5	Environment, Transport & Sustainability**	35	11,250	30	9,752
6	Housing & New Homes	35	11,250	30	9,752
7	Neighbourhoods, Inclusion, Communities & Equalities	35	11,250	30	9,752
8	Tourism, Development & Culture	35	11,250	30	9,752
	<i>Chairs of Regulatory Committees</i>				
9	Planning	38	12,215	35	11,377
10	Licensing	38	12,215	35	11,377
11	Audit & Standards	20	6,428	15	4,876
	<i>Deputy Chairs of Policy Committees</i>				
12	Deputy Chair (Finance) Policy, Resources & Growth	30	9,643	15	4,876
13	Children, Young People & Skills	7	2,250	3	975
14	Environment, Transport & Sustainability	7	2,250	3	975
15	Housing & New Homes	7	2,250	3	975
16	Neighbourhoods, Inclusion, Communities & Equalities	7	2,250	3	975
17	Tourism, Development & Culture	7	2,250	3	975
	<i>Chairs of Overview & Scrutiny Committees</i>				
18	Health Overview & Scrutiny	20	6,428	15	4,876
	<i>Deputy Chairs of Regulatory Committees</i>				
19	Planning	12.5	4,018	3	975
20	Licensing	12.5	4,018	3	975
	<i>Other positions of additional responsibility</i>				
21	Chair of Health & Wellbeing Board	35	11,250	30	9,752
22	Lead Member for Adult Care & Health	30	9,643	15	4,876
23	Leader of the Opposition	35	11,250	35	11,377
24	Deputy Leader of the Opposition	20	6,428	20	6,501
25	Leader of the Minority Group	20	6,428	20	6,501
	Mayor	n/a	13,082	30	9,752
	Deputy Mayor	n/a	3,662	6	1,950
	Basic Allowance		12,118		13,002

*Double up for Leader & Chair of PR&G

** Double up for Deputy Leader & Chair of a Policy Committee (currently ET&S)

South East Employers Members Allowances Review 2018/19:

Unitary Authorities	Basic	No. Cllrs	% Public Discount	Population
Bracknell Forest Council	8,687	42	33%	119,447
Brighton & Hove City	12,118	54	40%	287,000
Isle of Wight	7,854	40	0%	139,000
Medway	8,987	55	35%	276,492
Milton Keynes	10,500	57	0%	280,000
Portsmouth City	10,955	42	None	214,718
Reading Council	8,220	46	unknown/not applicable	162,666
Royal Borough of Windsor and Maidenhead	8,143	57	0%	144,000
Slough Borough Council	7,626	42	0	149,400
Southampton City Council	12,285	48	None	251,731
West Berkshire Council	7,546	52	50%	156,837
Wokingham Borough Council	7,784	54	50%	160,400
Other comparable Unitary Authorities				
Bristol	12,500	70	33%	459,300
Derby	12,000	51	n/a	248,700
Leicester	10,140	54	35%	464,400
Nottingham	12,000	55	n/a	321,550
Plymouth	10,576	57	n/a	262,685

County Councils				
Buckinghamshire County Council	11,454	49	n/a	534,720
East Sussex County Council	12,546	50	0%	552,300
Hampshire County Council	12,244	78	Not applicable	1,365,100
Kent County Council	14,725	81	None applied	1,541,900
Oxfordshire County Council*	10,201	63	No information received	666,100
Surrey County Council	12,443	81	0%	1,059,015
West Sussex County Council	11,642		25-30%	830,000

South East Employers Members Allowances Review 2018/19:

Unitary Authorities	Leader	Deputy Leader	Chairs	Cabinet Member	Planning	Licensing	Audit & Standards
Bracknell Forest Council	28,954	17,372	2,201	15,926	7,239	5,626	2,201
Brighton & Hove City	32,142	22,499	11,250	0	12,215	12,215	6,428
Isle of Wight	15,708	9,817	0	7,854	6,283	2,356	3,141
Medway	20,739	15,083	0	11,312	7,541	0	5,656
Milton Keynes	30,600	15,300	0	11,220	8,160	8,160	5,610
Portsmouth City	19,719	0.00	3,834	7,669	3,834	3,834	3,834
Reading Council	7,004	5,722	2,147	3,816	2,147	2,147	2,147
Royal Borough of Windsor and Maidenhead	24,428	13,434	0	12,215	6,107	6,107	0
Slough Borough Council	19,827	13,878	0	10,905	4,957	2,974	2,974
Southampton City Council	24,570	0	3,071	12,285	6,142	6,142	0
West Berkshire Council	18,865	11,319	2,830	9,433	4,716	2,830	2,830
Wokingham Borough Council	20,000	0	0	10,000	5,000	2,500	2,500

County Councils	Leader	Deputy Leader	Chairs	Cabinet Member	Planning	Licensing	Audit & Standards
Buckinghamshire County Council	42,518	28,377	5,403	0	5,403	0	0
East Sussex County Council	35,129	17,900	0	15,969	6,403	0	0
Hampshire County Council	29,547	17,727	0	17,727	11,818	0	5,909
Kent County Council	48,425	31,745	£8,472	31,475	10,658	N/A	8,472
Oxfordshire County Council*	29,582	20,402	No info	16,321	6,120	0	6,120
Surrey County Council	43,085	27,924	£8,015 - £12,024	22,544	12,024	0	10,019
West Sussex County Council	32,297	23,254	9,114	20,670	9,114	0	9,114

Unitary Authorities	Opp Leader	Opp Deputy Leader	Minority Group Leader	Deputy Chairs	Opp Spokes	Chair of HOSC* /OSC	Deputy Chair of Planning	Deputy Chair of Licensing	Chair of HWB	Lead Member for Adult Care & Health
Bracknell Forest Council	9,651	965	9,651*	n/a	0	7,239	723	553	n/a	n/a
Brighton & Hove City	11,250	6,428	6,428	9,643**	n/a	6,428*	4,018	4,018	11,250	9,643
				2,250**						
Isle of Wight	0	0	1,570	n/a	0	7,854	1,570	0	n/a	n/a
Medway	9,427	3,770	4,713***	n/a	5,656	9,427	3,770	0	7,541	n/a
Milton Keynes	632	0	632	n/a	0	4,590	0	0	n/a	n/a
Portsmouth City	6,573	0	****	n/a	1,096	2,739	0	0	n/a	n/a
Reading Council	3,816	n/a	2,147	n/a	n/a	n/a	1,074	1,074	n/a	n/a
Royal Borough of Windsor & Maidenhead	4,886	0	1,221	n/a	0	6,107	0	0	n/a	n/a
Slough Borough Council	5,948	0	0	n/a	0	6,941	1,651	991	n/a	n/a
Southampton City Council	1,024	0	1,024	n/a	0	6,142	0	0	n/a	n/a
West Berkshire Council	7,546	2,264	1,865	n/a	2,264	4,716	0	0	n/a	n/a
Wokingham Borough Council	7,500	0	0	n/a	0	5,000	0	0	n/a	n/a

*Bracknell Forest Proportionate to size of group from pot of £9,651

**Brighton & Hove City – Deputy Chair (Finance) PR&G - £9,643 and Deputy Chairs of Committees - £2,250

***Medway - (>10% of members not currently payable)

**** Portsmouth £3,287 (group 5+) or £2,291 (Group 2 to 4)

County Councils	Opp Leader	Opp Deputy Leader	Minority Group Leader	Deputy Chairs	Opp Spokes	Chair of HOSC* /OSC	Deputy Chair of Planning	Deputy Chair of Licensing	Chair of HWB	Lead Member for Adult Care & Health
Buckinghamshire County Council	3,684	0	0	n/a	0	0	0	0	n/a	n/a
East Sussex County Council	12,554*	3,327*	5,027*	n/a	0	0	0	0	n/a	n/a
Hampshire County Council	12,453	0	0	n/a	5,484	689	2,960	0	n/a	n/a
Kent County Council	7,263	**	n/a	n/a	**	n/a	n/a	n/a	n/a	n/a
Oxfordshire County Council	8,160	No info		n/a		0	0	0	n/a	n/a
Surrey County Council	12,024***	***	***	n/a	***	Expenses	1,503	0	n/a	n/a
West Sussex County Council	****	0	****	n/a	0	Travel only	0	0	n/a	n/a

*East Sussex - Largest Opposition Group and Second largest Opposition Group Leader

**Kent County – For the Opposition Group Leader plus £575 per additional Group Member and **other SRA's vary according to group.

***Surrey - (total amount, divided between two posts) and for Opposition Deputy Leader - Allowances for group appointments are decided by the group. Each group generates £170.34 for each member it has. They then decide how this is broken down between them.

****West Sussex - Depends on group size. The leader of a group of 3-4 members gets £4,153, leader of a group of 5-14 members gets £10,431 and a leader of a group of 15 or more gets £12,740. Each payment is supplemented by an additional £200 per member of the group up to a total payment of £14,586

South East Employers Members Allowances Review 2018/19:			IRP's Recommendations for 2019-23	
Unitary Authorities	Mayor	Deputy Mayor	Mayor	Deputy Mayor
Bracknell Forest Council	12,703	4,234	12,703	4,234
Brighton & Hove City	13,082	3,662	9,752	1,950
Isle of Wight	5,497	1,570	5,497	1,570
Medway	13,656	6,880	13,656	6,880
Milton Keynes	11,220	5,610	11,220	5,610
Portsmouth City	7,669	1,096	7,669	1,096
Reading Council	n/a	n/a	n/a	n/a
Royal Borough of Windsor and Maidenhead	3,060	1,020	3,060	1,020
Slough Borough Council	6,116	2,931	6,116	2,931
Southampton City Council	0	0	0	0
West Berkshire Council	5,660	1,132	5,660	1,132
Wokingham Borough Council	7,420	1,960	7,420	1,960
County Councils				
Buckinghamshire County Council	13,502	3,379	13,502	3,379
East Sussex County Council	12,554	5,127	12,554	5,127
Hampshire County Council	18,752	9,603	18,752	9,603
Kent County Council	15,959	8,472	15,959	8,472
Oxfordshire County Council*	8,670	2,167	8,670	2,167
Surrey County Council	18,035	6,512	18,035	6,512
West Sussex County Council	20,670	8,221	20,670	8,221

Review of Child Care Allowances

Cost of Childminding

- 1.1. The latest figures for the Childcare Sufficiency Assessment show that the average cost of “at home” childcare in the city is £9.92 per hour compared to £8.92 per hour in 2016, based on standard hours, normally between 8am and 6pm. There can be an extra charge for hours either side of these and if there is more than one child.
- 1.2. Childminding costs are shown for children of all ages as rates tend to be the same.

Childminding	Average cost per hour 2018	Average cost per hour 2016	Average cost per hour 2014	Average cost per hour 2012	Average cost per hour 2011	Average cost per hour 2010
All ages	£5.43	£5.17	£5.06	£4.80	£4.00	£4.69
Per cent change	5.1	2.2	5.4	2.3	6.6	0

The 2018 figure is the latest available figure and the remaining figures are taken from the 2016 Childcare Sufficiency Assessment.

- 1.3. The table below details the provision for childcare contained in various Local Authority Members Allowances Schemes:

Childcare Allowances for different councils			
LA	Per Hour	Per Annum	Parental Leave
BHCC	£7.65 increasing to £9.00	£1,500 increasing to £1,800	-
St Albans 2017/18	£7.50	No upper limit, however 1 per household	-
Liverpool	Hourly rate equivalent to the minimum wage (paid to a person 21 years of age) for the first child, a further 50% be paid in respect of a second child and a further 25% be paid in respect of subsequent children up to a total maximum payment of twice the level of the minimum wage.	-	-
Newcastle 2018/19	£8.45		-
Bath N/E Somerset 2018/19	Up to £6.00 per hour/per child	-	-
Cardiff 2018/19	-	maximum of £403 per month	-
Nottinghamshire	£7.50		Maternity/shared parental leave or adoption full Special Responsibility Allowance shall be payable to eligible councillors for a period of up to six months.
Southampton	£7.85	-	-

2018			
Birmingham	£8.75 (independent) or £8.81 (Professional)		Maternity, Paternity and Adoption Pay – 6 months. SRA 39 weeks maternity or 2 weeks paternity.
Manchester	£8.75	14 weeks pa, one claim per household	-
Sunderland	£7.22	-	-
Bristol	Paid as per minimum wage on submitted receipts	-	-
Isle of Wight	£6.19	-	-
Portsmouth	£7.85 (Portsmouth living wage)	-	-
Croydon	£8.80 (Expenditure not less than the London Living Wage)	-	-

1.4. The table below details the regional and national average costs for childcare across the UK:

Regional and national average costs of childcare						
Region/Nation	Nursery 25 hours (under 2)	Nursery 25 hours (2 and over)	Childminder 25 hours (under 2)	Childminder (2 and over)	After-school club 15 hours (weekly) (5-11)	Childminder after-school pickup (weekly) (5-11)
Great Britain	£122.46	£119.47	£107.41	£109.44	£56.38	£62.25
England	£124.73	£120.66	£110.61	£109.95	£56.82	£62.95
Wales	£116.18	£116.02	£100.22	£100.38	£50.64	£54.47
Scotland	£109.68	£108.60	£114.33	£112.75	£56.74	£61.92
English regions						
East Midlands	£109.61	£109.53	£94.36	£94.35	£50.90	£60.48
East of England	£122.20	£122.13	£106.41	£104.28	£65.76	£43.60
London: Inner	£183.56	£174.47	£155.14	£154.11	£71.75	£88.04

London: Outer	£145.44	£134.03	£135.71	£135.36	£53.16	£88.32
North East	£122.30	£118.11	£106.20	£106.02	£56.34	£51.25
North West	£101.83	£101.19	£88.98	£90.89	£48.84	£50.78
South East	£141.70	£131.16	£121.82	£120.12	£58.55	£67.13
South West	£116.36	£119.22	£108.18	£107.35	£55.28	£61.17
West Midlands	£108.52	£106.41	£98.72	£97.09	£57.93	£59.71
Yorkshire and Humber	£105.30	£103.37	£96.16	£95.78	£54.78	£58.62

Source: Family and Childcare Trust Annual Childcare Costs Survey, 2018

The South East has the most expensive figures for childcare apart from inner-London

- 1.5. The table below details the current rate and the proposed new rate that a Member can claim per hour for child care:

BHCC childcare allowance						
Hours of child care	1	5	10	15	20	25
Current childcare allowance rate	7.65	38.25	76.50	114.75	153.00	191.25
Proposed childcare allowance rate	9.00	45.00	90.00	135.00	180.00	225.00

Max BHCC claim per year = £1,500 (approximately £125 per month) under the current scheme and £1,800 (approximately £150 per month) under the proposed scheme.

This means members can only claim on average between 15-20 hours per month

At Home Childcare Service

The [At Home Childcare Service](#) aims to offer flexible, responsive and tailored childcare, to the needs of parents by providing a workforce of [Ofsted registered childcarers](#) who come to your home to look after your children.

Any parent or carer looking for childcare at home can use the service. This could be for a young baby, for after school or holiday care, evenings or weekends, or just to supervise older children so they're not home alone.

The service might particularly meet the needs of parents who work unusual hours, have a child with special needs or need more than one child cared for at a time.

For childcarers looking to work in a home-based role, our service can support you to find work with families across Brighton & Hove and to provide advice and guidance on good practice, professional development and networking with other home childcare providers. At Home Childcarers are:

- Ofsted registered and insured
 - DBS checked (Disclosure and Barring Service) - formerly known as CRB
 - Paediatric First Aid certified, Childcare qualified and Safeguarding Children trained
- Benefits of At Home Childcare for parents:
- Can be paid for in [employer vouchers](#), via [tax-credits](#) or using other funding such as [Disability Living Allowance](#) or [Direct Payments](#), which requires Ofsted registration
 - Provides childcare in your home, saving you time, travel and related expenses
 - Can be flexible to suit your needs

Quotes from Parents:

"We had a lovely lady, who came to babysit our little boy. She was excellent with him and did the job (for 8 hours!!!!) at very short notice. I found her page on your website."

"I have found this an invaluable service, great idea. Also people I have spoken to have all been v. helpful."

And from an At Home Childcarer: "I am really enjoying the flexible nature of my employment and the time I get to spend looking after children, and the families I work for seem to appreciate this too."

If you would like to know more about At Home Childcare, please read our [At Home Childcare recruitment pack 2017 \(PDF 250 KB\)](#) for childcarers or our [Parents Guide 2017 \(PDF 330 KB\)](#) for parents.

For more information, or to register your interest in finding or becoming, an At Home Childcarer, please contact us on 01273 293545 or email familyinfo@brighton-hove.gov.uk
To view our At Home Childcare profiles, please visit our [Family Service Directory](#)

Approved Duties

Brighton & Hove City Council specifies the following as approved duties for the purpose of the payment of Travel, Subsistence, Parent's and Dependants' Carers' Allowances.

1. Attendance at :
 - (a) The council, or any of its committees and sub-committees.
 - (b) The bodies to which the council makes appointments or nominations at either Annual Council or Policy, Resources & Growth Committee including any committee or sub-committee of such a body.
 - (c) The following meetings, the holding of which is authorised by the council, or any of its committees or sub-committees, or by any joint committee (or sub-committee thereof) of the council and any other authority, provided that it is a meeting to which councillors of at least two political groups of the council have been invited:
 - i) Meetings of the council's formally established consultative fora and partnerships, scrutiny review panels and select committees.
 - ii) Meetings with outside bodies in pursuit of economic development objectives which have been authorised by the council, or any of its committees or sub-committees.
 - iii) Councillors' tours of the authority's area which have been authorised by the council, or any of its committees or sub-committees.
 - iv) Internal training sessions organised and facilitated by officers of the council for the induction of councillors or for the better performance of their duties and responsibilities or to enable better understanding of the council's functions.
2. The following meetings of associations of authorities of which this authority is a member:

The Local Government Association and its committees.
3. Any other duty, or class of duty approved by any committee, or officer of the council acting under delegated powers, such duty or class of duty to be for the purposes of or in connection with the discharge of the functions of the council, or its committees or sub-committees.

Payment Policy for SRAs around Election Time.

STATEMENT OF ARRANGEMENTS FOR PAYMENTS TO MEMBERS

OUTGOING COUNCILLORS - Councillors who stand down at an election and those who lose their seats will be paid until 4 days after the election.

INCOMING COUNCILLORS - Where a Councillor is elected to office following an Annual Local Government Election, from the fourth day after the date of the election or the date of making the declaration of Acceptance of Office (57 LGA 1972). For a Councillor elected to office at any other time, they commence from the date making the Declaration of Acceptance of Office.

PRO RATA PAYMENTS - Where a Councillor holds the office of Councillor for less than a full calendar month the allowance will be calculated on a pro rata basis by reference to the number of days entitlement to the allowance to the total number of days in that particular month.

If in the course of a year if a Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a Special Responsibility Allowance the schedule will be amended accordingly.

OVER PAYMENT - Where the payment of a monthly instalment of an allowance results in a Councillor receiving more than the amount entitled, the overpayment will be recovered subsequently through a deduction from other allowances due to that Councillor.

PAYMENT ARRANGEMENTS – SPECIAL RESPONSIBILTY ALLOWANCES

LEADER OF COUNCIL - The date of payment of the Leader will start from the date when elected at Annual Council and continue for the duration of their term of office. All other payments will run as per the Civic year (i.e. ending on the day before Annual Council):

GROUP LEADERS – The date of payment will normally start from the date when appointed at the Annual Council meeting and continue until the day before the next annual meeting.

CHAIRS & DEPUTY CHAIRS – The date of payment of committee chairs and deputy chairs will start from the date when they are appointed at the Annual Council meeting. Payments will continue until the day prior to the next annual council meeting.

In all cases:

SRA payments received by Members in their May payment will be for the period up until the Annual Council meeting only. SRA's which are renewed or started from the May annual council will be paid to Members commencing in June, with retrospective payment covering the period between Annual Council and the end of May being made in that first payment. Committee Chair's SRA's will usually commence in the month following the month of their appointment, with any retrospective payment due, being picked up in the first payment.