



RE: VALUING PUBLIC SERVICE

Review Report of the Birmingham Independent Remuneration Panel

December 2002

FOREWORD

The Panel produced its first report in November 2001 when it drew attention to the enormous change that was then taking place in the structure of Councils - none more so than in Birmingham. The proposals for devolution and localisation of services that are due to start in April will add to the impact on the style and culture of the Council and the role of Councillors.

The Panel's recommendations on allowances were accepted without amendment by the City Council when it adopted its current Members Allowances Scheme in December 2001. These arrangements had therefore been in place for less than 12 months when the Panel undertook its current review. The approach was one of "if it ain't broke don't fix it" and the Panel therefore sought to identify where there had been significant change or if there were any new issues that needed to be considered.

The disappointing level of response [12%] and the nature of the comments to an open invitation to all Councillors for views on the current Scheme led the Panel to the reasonable conclusion that there was no evidence of new issues or fundamental disagreement with its original recommendations. The verbal evidence to the Panel and comparison with other authorities reinforced this conclusion.

The Panel remained of the view that as long as there existed a structure that indicated the same or a similar role for all Councillors the approach to Basic Allowance based on a part time commitment with a public service discount was a valid one. The Panel acknowledged the varying time commitment that Councillors were able to [and did] give to the role but felt that it should not be regarded as a full time job. Expecting such a commitment from all Councillors would act as a barrier to a wider range of people standing and serving as Councillors.

The Panel's report in November 2001 identified roles where there was an expectation of significant additional responsibility under the new Constitution or in connection with Leadership of the main Political Groups on the Council as ones for which a Special Responsibility Allowance should be paid. These were roles that also demanded an assessed level of time commitment of 2 days or more.

In arriving at its recommendations for Special Responsibility Allowances the Panel applied the DETR test of "significant additional responsibilities" to the evidence that was available. The outcome was that the number of roles for which a payment of a Special Responsibility Allowance was identified was around 50% of those that had received such an allowance under the Scheme in operation prior to December 2001. The current Scheme is in line with the Panel's recommendations.

The Panel was not surprised that it received a few views that these other roles, mostly requiring under 2 days per week, should be considered for payment of a Special Responsibility Allowance. There was also comment about a disparity in the distribution of responsibilities between Committees and the relative roles of Vice Chairs.

The absence of proper Job Descriptions and audited performance measurement indicators meant that the Panel was not in a position to judge that there had been any significant changes in any roles since its initial report. It could not therefore justify recommending payment for additional roles or altering payment for existing roles. This will be a dilemma that the Panel will also face in any future reviews unless Job Descriptions are introduced.

Modernised structures, new ways of working and the level of investment of public funds in the allowance scheme and support arrangements for Councillors bring with it a reasonable expectation of a framework that would demonstrate actual performance and value for money. This is a challenge that remains to be addressed but should not be ignored.

I would like to acknowledge the contribution made by the members of the Panel and the input from Dr Declan Hall of INLOGOV [The University of Birmingham] during this review. It ensured that the Panel remained consistent with the logical and robust approach that it had adopted in its first report. I would also like to thank those Councillors who provided written evidence or attended the Panel in person and to place on record the Panel's appreciation of the support given by John Mullen to the work of the Panel and the production of this report.

John Hawksley
Chair of the Independent Remuneration Panel

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Summary of Recommendations

1. Principles for the Allowances Scheme [Chapter 3]

- 1.1 The ten principles recommended in the November 2001 Report should continue to be used as a logical, transparent and robust framework for the City Council's Members Allowances Scheme.
- 1.2 An additional principle should be adopted. Job Descriptions that clearly define the roles and responsibilities and key accountabilities for the standard role of a Councillor and for those roles for which a Special Responsibility Allowance is or might be paid should be produced as an essential requirement of any Scheme. In addition, other than the annual rate review, no changes to the Scheme should be made unless such Job Descriptions are available.

2. Basic Allowance [Chapter 4]

- 2.1 There should be no change to the basis or rate of the Basic Allowance [including the Additional Expenses Element].
- 2.2 Councillors should be encouraged to take the opportunity to make a claim to the Inland Revenue for allowable expenses against the tax they pay on their Allowances.
- 2.3 A Job Description for the standard role of Councillor should be published that would clearly define roles and responsibilities including key accountabilities and assist the process of job evaluation, performance measurement and future review.
- 2.4 The support arrangements for Councillors at a local level need to be reviewed. Particular consideration should be given to the provision of dedicated support for dealing with casework and follow-up action as a means of maximising the value of the time that Councillors with work and family commitments have available.

3. Special Responsibility Allowance [Chapter 5]

- 3.1 There should be no change to the roles identified for receipt of a Special Responsibility Allowance until Job Descriptions are available that clearly define responsibilities and key accountabilities to assist a process of job evaluation and performance measurement.
- 3.2 There should be no change to the rates of Special Responsibility Allowance paid until Job Descriptions are available to assist the process of job evaluation and performance measurement.
- 3.3 Job Descriptions that clearly define responsibilities and key accountabilities to assist a process of job evaluation and performance measurement should also be produced for any other roles that are suggested for receipt of a Special Responsibility Allowance.

4. Childcare and Dependent Carers' Allowance [Chapter 6]

- 4.1 There should be no change to the Scheme for Childcare or Dependent Carer Allowance.
- 4.2 Councillors should be reminded of the existence of the Scheme and the arrangements for claiming the allowance.

5. Supporting Better Performance [Chapter 7]

- 5.1 A framework to support better performance should be introduced that would involve the publication of Job Descriptions for all roles for which allowances are paid as well as a review of support arrangements for Councillors in these roles.
- 5.2 Transparent and audited performance measures that are open to public scrutiny should be introduced that would demonstrate better performance and value for money.

The Independent Remuneration Panel

1. Background

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2001 require that councils must have regard to the recommendations made to them by an independent remuneration panel before making or amending an allowance scheme for Basic and Special Responsibility Allowances or for the payment of expenses for the care of children or dependants.
- 1.2 An Independent Remuneration Panel for Birmingham was established by the City Council at its meeting on 3 July 2001. The main features are:
- ◆ A total panel of 7 members, made up of 3 "invited" members [one of whom chairs the Panel] and 4 members selected from those responding to a public advertisement.
 - ◆ Appointment of an Independent Advisor with wide experience of reviews of councillors' allowances.
- 1.3 The Birmingham Independent Remuneration Panel comprises
- Linda Elliot of Moseley, Birmingham Citizen Representative**
Helen Grew, Secretary of the West Midlands Pensioners Convention
John Hawksley, former President of the Birmingham Chamber of Commerce
Subat Khan of Ward End, Birmingham Citizen Representative
Graham Macro of Sutton Coldfield, Birmingham Citizen Representative
Hanifa Shah of Little Bromwich, Birmingham Citizen Representative
John Warburton, former Chief Executive of the Birmingham Chamber of Commerce

John Hawksley is Chair of the Panel and served in a similar capacity on an Independent Panel set up in 1995 by the West Midlands Joint Committee. Helen Grew also served on that Panel.

Dr Declan Hall of INLOGOV [Birmingham University] who acts as a special adviser to the Panel has considerable experience and expertise in the area of members' allowances having been involved in over 40 similar panels and reviews.

2. Basis of Review

- 2.1 The first report of the Independent Remuneration Panel recommended that that there "should be a regular review of the principles, assumptions and indicators or comparators used in drawing up the scheme."
- 2.2 In line with this recommendation the Acting Chief Executive requested a broad review by the Independent Remuneration Panel of the current Members Allowances Scheme that the City Council had adopted in December 2001 in response to the Panel's first report.
- 2.3 The Panel agreed a process based on
- ◆ Re-visiting the principles and the basis for the Scheme in the light of any evidence of significant changes since December 2001.
 - ◆ Comparing the approach to schemes and actual allowance levels in other authorities.
 - ◆ Examining progress towards the production of Job Descriptions, improvements in support arrangements and the introduction of performance management measures.
 - ◆ Inviting views from Councillors on the operation of the Scheme during its first 10 months.
 - ◆ Considering any new issues raised during the review process.

3. Methodology

3.1 Meetings - Four meetings of the Panel took place in the period September to December.

3.2 Reports - Reports to the Panel were commissioned by the Chair of the Panel and were compiled by the Head of Members Services supported by input from Dr Declan Hall as the independent adviser to the Panel.

The reports covered the following topics:

- ◆ Birmingham City Council Structure, Roles and Responsibilities
- ◆ Examination of the Overall Principles for the Allowances Scheme
- ◆ Current Allowances Scheme - Operation and Issues
- ◆ Allowances and Practice in Other Authorities
- ◆ Review of Panel's Recommendations around Supporting Better Performance
- ◆ Written and Verbal Evidence from Councillors
- ◆ Analysis of 'Clerked' Meeting Activity in period September to October 2002
- ◆ Summary of Overview & Scrutiny arrangements
- ◆ Summary of the responsibility and time factors that support the current arrangements for the payment of Special Responsibility Allowances

3.3 Evidence to the Panel - In addition to advice and guidance from Dr Declan Hall as the independent adviser, the Panel invited and received evidence from serving Councillors.

All Councillors were given the opportunity to submit written comments on the current scheme and raise any new issues. A total of 14 responses [12%] were received.

Direct evidence was invited from 11 Councillors comprising the Leader of the Council, Chair of the Co-ordinating Overview and Scrutiny Committee, Chairs of the Regulatory Committees, Leaders of the Conservative and Liberal Democrat Groups and a nominated member of each of the four Political Groups. A total of 6 Councillors actually attended and 1 Councillor provided some verbal comments that were put to the Panel.

Principles for the Allowances Scheme

1. Background - The November 2001 Principles

- 1.1 The Panel's initial report identified ten principles that should underpin an Allowances Scheme adopted under the Local Authorities (Members' Allowances) (England) Regulations 2001.
- ◆ The scheme should promote a healthy local democracy by the removal of financial disadvantage as a barrier to people from a wide range of backgrounds and with a wide range of skills standing for election or serving as Councillors.
 - ◆ The scheme should reflect and support the operation of the new political arrangements that have to be introduced by all Councils under the Local Government Act 2000 whilst excluding any payment for solely party political activity.
 - ◆ The ethic of voluntary public service should be maintained and reflected within the basic allowance that is paid to all Councillors. Most Councillors should not expect nor receive a full-time salary.
 - ◆ The scheme needs to reflect the reality that some Councillors will be expected to take on significant additional responsibilities that will require a full time or near full time commitment to the exclusion of other career activity.
 - ◆ The recommendations for the scheme will be arrived at following a logical, impartial and transparent process that will identify roles, reasonable expectations on those roles and make use of suitable external indicators or comparators to establish the value of individual allowances. The indicators or comparators will not be related to local authority pay scales or jobs so as to maintain the distinction between the roles of elected members and officers.
 - ◆ There should be robust administrative arrangements in place to minimise the potential for abuse of the system. The Independent Remuneration Panel should be involved in a regular review of the principles, assumptions and indicators or comparators used in drawing up the scheme.
 - ◆ The Basic Allowance should reflect the core time [less a discount for Voluntary Public Service] that is needed to undertake a generally accepted range of duties expected of all Councillors. This will include a recognition that all Councillors will from time to time take on additional roles that fall outside the scope of significant additional responsibilities.
 - ◆ It is reasonable to expect that the Council should meet a standard range of additional expenses [such as telephone and home office costs] that Councillors incur directly when undertaking their role. To avoid a proliferation of claim based systems this should be done by the payment of a lump sum on top of the Basic Allowance.
 - ◆ The Special Responsibility Allowance should recognise the level of responsibility, complexity and extent of commitment of a limited number of Councillors who are expected to undertake roles on behalf of the Council that involve **significant** additional time and responsibilities. These will be identifiable over and above the generally accepted range of duties for a Councillor that is reflected in the payment of a Basic Allowance.
 - ◆ In the absence of a formal review of the scheme and subject to consultation with the Chair of the Independent Remuneration Panel, allowance rates should be automatically updated annually in line with the selected indicator or comparator [Basic and Special Responsibility Allowance] or inflation [Additional Expenses Lump Sum].

2. Issues during Review

2.1 The Panel considered each of the ten principles in the light of any changes since its initial report in November 2001.

There was detailed discussion around three issues

- ◆ The external wage indicators used to calculate Basic and Special Responsibility Allowances
- ◆ Automatic annual updating in line with the external wage indicators
- ◆ The need for a better understanding of the standard role of a Councillor and of those roles for which a Special Responsibility Allowance is paid or could be considered.

2.2 External Wage Indicators

The non-manual male wage for all industries and services for the West Midlands Metropolitan County area [New Earnings Survey] is used as the basis for the calculation of allowances under the current Scheme. The average for the reference group is used to arrive at the Basic Allowance and the gross earnings of the top 10% for Special Responsibility Allowances.

The April 2000 wage rates were used to produce the values in the Panel's original report and the scheme adopted by the City Council in December 2001. The current allowances are based on the February 2002 New Earnings Survey and reflect wage rates at April 2001.

The Panel was made aware that the change in the indicator from April 2000 to April 2001 was significantly higher than in any of the years since 1995 when the principle of using a wage rate indicator had first been adopted. This was not in itself a valid reason for change.

In discussing whether another indicator should be used, the Panel took into consideration.

- ◆ The choice of which indicator to use [or even whether to use one at all] was a decision for the City Council to make.
- ◆ Equally the City Council had the option of not implementing an increase in whole or in part. The concerns were that this removed the rationale for using an indicator at all or built up pressures on allowance levels that would ultimately have to be resolved.
- ◆ The national indicator that was previously used in Birmingham and many other authorities had experienced the same significantly higher change than in any of the years since 1995.
- ◆ The Panel had supported the move to a local wage rate indicator as this was reflective of the wider community from which Councillors are likely to be drawn.
- ◆ The Panel had also chosen not to recommend a wage rate indicator that was related to local authority pay scales or jobs in order to maintain the distinction between the roles of elected members and officers.

2.3 Automatic Annual Review of Allowance Rates

Use of the publication in the New Earnings Survey of the annual change in the chosen wage rate indicator as the trigger for the automatic updating of Basic and Special Responsibility Allowances had been the practice in Birmingham and many other authorities since 1995.

The Panel was made aware that in one authority the District Auditor had raised questions about this approach and also about the issue of backdating the payment of allowances.

On the latter issue the advice and practice in Birmingham has always been that the payment of allowances can only be made from or after the date that a decision is made so no question of backdating would arise.

Equally clear is the view that the City Council is entitled to decide as part of its Scheme to adopt an indicator and to apply its effect annually without the need for further process or bureaucracy. This is likely to be reinforced in forthcoming government regulations.

2.4 Job Descriptions

The Panel's first report had identified the need for the publication of Job Descriptions that would raise awareness of the demands and expectations that are routinely made on those serving as Councillors or undertaking additional responsibilities.

Such information would also provide the benchmark against which current activity and future changes in the roles of a Councillor could be judged over time.

It was disappointing that no real progress had been made in this area and the absence of such information meant that the Panel was not in a position to measure where there may have been significant changes in roles since its initial report. That will be a similar dilemma for the Panel in any future reviews.

The Panel felt that there was a need therefore to strengthen its earlier recommendations on the principles that should underpin any Allowances Scheme adopted by the City Council.

The Panel was anxious that Job Descriptions that clearly define the roles and responsibilities and key accountabilities for the standard role of a Councillor and for those roles for which a Special Responsibility Allowance is or might be paid should be an essential requirement under any Scheme. In addition the principle should also include provision that, other than the annual rate review no changes to the Scheme should be made unless Job Descriptions are available.

3. Conclusions

- 3.1 The ten principles recommended in the November 2001 Report should continue to be used as a logical, transparent and robust framework for the City Council's Members Allowances Scheme.**
- 3.2 An additional principle should be adopted. Job Descriptions that clearly define the roles and responsibilities and key accountabilities for the standard role of a Councillor and for those roles for which a Special Responsibility Allowance is or might be paid should be produced as an essential requirement of any Scheme. In addition, other than the annual rate review, no changes to the Scheme should be made unless such Job Descriptions are available.**

Basic Allowance

1. Background and Current Arrangements

- 1.1 The DETR Guidance on Members' Allowances [April 2001] states that
- ◆ "Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes" [para 14].
 - ◆ "It is important that some element of the work of members continues to be voluntary - that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained" [para 53].
- 1.2 A Basic Allowance of £13,714 per annum [including an Additional Expenses Element of £612] is currently paid to all Members. The rate is reviewed annually in February.
- 1.3 The Basic Allowance is based on
- ◆ A minimum gross time commitment of 3 days a week
 - ◆ A Public Service Discount of 25%
 - ◆ The average non-manual male wage for all industries and services for the West Midlands Metropolitan County area
 - ◆ An additional expenses element to meet part of the cost of telephone rental/calls and office expenses such as postage, stationery and other consumables
- 1.4 The Basic Allowance was designed to cover all the roles and activities of Councillors other than those that involved significant additional responsibility. It therefore covers:
- ◆ Representative role including acting as an advocate for the interests of the ward, dealing with constituents' enquiries or representations, active participation in the shaping and management of services devolved to a local level and attendance at meetings of local organisations.
 - ◆ City Council and Committee work including preparation for and attendance at meetings, interview panels, appeals, visits, seminars and conferences, service on or chairing ward committees and participation on other bodies relating to the work of the City Council.
 - ◆ Service as the representative of the City Council or its Committees on outside bodies for which no separate remuneration is made.
- 1.5 The Panel's first report also recommended that
- ◆ "Consideration should be given to publishing a Job Description for the standard role of a Councillor. This would be very useful in raising the awareness of the demands and expectations that are routinely made on those serving as Councillors in a city like Birmingham. It would also provide a benchmark against which current activity and future changes in the role of a Councillor could be judged."
 - ◆ "The Council should establish needs and requirements and set up arrangements that actively support Councillors working from home on council business by offering Councillors an opportunity to access a range of home office technology [answer machine, fax, computer, printer, telephone line] provided by the Council."

2. Issues during Review

2.1 Range of Activity

The Panel's original recommendations for the Basic Allowance had recognised an increasing complexity of role, higher expectations from constituents, an extended role in the governance of wards and that at times all Councillors took on some level of additional responsibilities.

The evidence received by the Panel now indicated that:

- ◆ There was a suggestion of a small shift towards ward-based activity for some Councillors.
- ◆ There had been a change in the emphasis of committee work with the move away from Advisory Teams/Service Committees to the Scrutiny & Overview function. Certain aspects such as policy review, performance management, service review and best value were elements in both the former and current structure. Whilst "Call In" was highlighted as a new element it was balanced by a loss of involvement in decision making that was a feature of the role of Councillors under the former structure.
- ◆ There was no basis for concluding that since December 2001 there has been a significant increase in the overall range of activity for which the Basic Allowance is paid.
- ◆ The view was that in time devolution and the localisation of services would also have an impact on the role of all Councillors. The timetable suggests that this will be a factor for more detailed consideration in the 2003 review.
- ◆ A published Job Description for the standard role of a Councillor that clearly defined roles and responsibilities including key accountabilities was critical to any review process. It would provide a statement of the expectations on all Councillors and act as a benchmark against which current activity and future changes in the role could be judged.

2.2 Time Commitment

The assessment in the November 2001 report was that the time element of the Basic Allowance should be based on a gross commitment of no more than 3 days a week. This was in line with the median value in the 2001 Survey for Councillors with a full time job. At present there was no significant evidence to suggest that this should be changed.

It also recognised that expecting a level of time commitment beyond this would be a significant barrier to young people, those with dependants and those with careers standing as Councillors

It was accepted that some Councillors are in a position to [and do] spend more time than this on their council duties. Whilst acknowledging this varying time commitment, the Panel was clear that being a Councillor should not be regarded as a full time job. That remains the position.

2.3 Public Service Discount

The recommendations for the Basic Allowance reflected the ethic of public service whilst also being set at a level that at least would help to alleviate the barrier of financial disadvantage for those serving their community as a Councillor.

The DETR guidance requires Panels to recognise the principle of a Public Service Discount. It has been part of Schemes in Birmingham's since 1995 and is a feature in most [if not all] Schemes adopted by other authorities. The Birmingham rate of 25% is lower than in some authorities but the Panel sees no reason to change it

2.4 Level of Allowance

The Basic Allowance paid in Birmingham is the highest currently paid in England and Wales. At £13,714 per annum [including an Additional Expenses Element of £612] it represents a payment for 2.25 days [3 days gross time commitment less a 25% Public Service Discount].

In full-time terms, the current allowance equates to an annual rate of around £30,000. This is the middle range of grades for Principal Officers in local government and is in line with views expressed in the 2001 Birmingham Councillors' Survey that the basic role of a Councillor was equivalent to that of a senior professional manager.

2.5 Additional Expenses and Support Arrangements

The November 2001 Report had recommended that:

- ◆ An additional lump sum should be paid to defray at least in part the cost of telephone rental and calls and office expenses such as postage, stationery and other consumables. This sum is increased annually in line with the Council's allowance in its budget for price inflation.
- ◆ The Council should set up arrangements that actively supported Councillors working from home on council business.

The evidence received by the Panel now indicated that:

- ◆ The original lump sum of £600 recommended by the Panel was in line with the average value of additional costs identified in the 2001 Birmingham Councillors' Survey.
- ◆ The 2001 Survey also indicated a preference for a lump sum payment over claim based systems and a similar approach had been adopted under major reviews elsewhere. It was recognised that the payment would be subject to the deduction of Income Tax and National Insurance. There was the opportunity for all Councillors to make a claim to the Inland Revenue for this and any additional similar costs met direct to be treated as allowable expenses against the tax paid against Basic and Special Responsibility Allowances. The Panel felt that Councillors ought to be encouraged to take advantage of this opportunity.
- ◆ There was one view expressed in favour of a return to a claims based system so that actual costs incurred could be recovered and another view that highlighted the costs around mobile telephones. In making its original recommendation the Panel had recognised that actual costs would vary depending on individual Councillor's ways of working and their different roles over time. However this was more than balanced by the benefit of providing access for all Councillors to an allowance without cumbersome administrative processes that could discourage the submission of claims. In addition all Councillors could use facilities in the Council House and some, because of their particular roles, would have additional facilities such as mobile telephones and their own offices. That remained the position.
- ◆ All Councillors now have the opportunity to have a range of technology that will support their working from home on council business. Amongst the options available are direct access to the Council's network, email and broadband telephone connection. All of these should help to further defray some of the costs that Councillors currently incur direct.
- ◆ In one instance disappointment was expressed that remuneration had increased instead of resources being prioritised for enhanced administrative support. The Panel had identified in its November 2001 Report the need for measures that would support better performance and make best use of the time that Councillors have available. Specific reference was made to reducing the paper mountain faced by all Councillors, streamlining information systems and considering provision of dedicated support to deal with casework and follow-up action. The Panel felt that an opportunity might exist as part of the devolution proposals to build in robust and focussed support arrangements for Councillors at a local level.

3. Conclusions

- 3.1 There should be no change to the basis or rate of the Basic Allowance [including the Additional Expenses Element].**
- 3.2 Councillors should be encouraged to take the opportunity to make a claim to the Inland Revenue for allowable expenses against the tax they pay on their allowances.**
- 3.3 A Job Description for the standard role of Councillor should be published that would clearly define roles and responsibilities including key accountabilities and assist the process of job evaluation, performance measurement and future review.**
- 3.4 The support arrangements for Councillors at a local level need to be reviewed. Particular consideration should be given to the provision of dedicated support for dealing with casework and follow-up action as a means of maximising the value of the time that Councillors with work and family commitments have available.**

Special Responsibility Allowance

1. Background and Current Arrangements

- 1.1 The DETR Guidance on Members' Allowances [April 2001] states that
- ◆ “Special Responsibility allowances may be paid to those members of the council who have significant additional responsibilities over and above the generally accepted duties of a councillor” [para 55].
 - ◆ “If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified. Local authorities will wish to consider very carefully the additional roles of members and the significance of these roles, both in terms of responsibility and real time commitment before deciding which will warrant the payment of a special responsibility allowance” [para 57].
 - ◆ “It does not necessarily follow that a particular responsibility which is vested to a particular member is a significant additional responsibility for which a special responsibility allowance should be paid. Local authorities will need to consider such particular responsibilities very carefully. Whilst such responsibilities may be unique to a particular member it may be that all or most members have some such responsibility to varying degrees. Such duties may not lead to a significant extra workload for any one particular member above another. These sorts of responsibilities should be recognised as a time commitment to council work which is acknowledged within the basic allowance and not responsibilities for which a special responsibility allowance should be recommended” [para 58].
- 1.2 The current Scheme covers the payment of 25 annual Special Responsibility Allowances and up to 5 time-limited Special Responsibility Allowances for Task and Finish Committees. Rates are between £2,053 and £48,880 depending on the identified role.
- 1.3 The actual value of Special Responsibility Allowance are based on
- ◆ An assessed level of responsibility using the Council's own comparative relationships that were in existence prior to December 2001. These were broadly in line with the averages from the 2001 Birmingham Councillors' Survey.
 - ◆ An assessed level of time commitment using the median values from the 2001 Birmingham Councillors' Survey.
 - ◆ The average gross earnings of the top 10% of the non-manual males for all industries and services for the West Midlands Metropolitan County area. This recognises the element of responsibility [weighting] and not simply the time element [loading].
- 1.4 No Public Service Discount is applied to the payment of Special Responsibility Allowances and Councillors can only receive one such allowance.

2. Issues during Review

2.1 Roles and Responsibilities

The Panel's original report recognised that from time to time all Councillors chose to take on some additional roles or responsibility in relation to their ward or committee work. The Panel felt that the Basic Allowance was the means by which these expectations, that were generally common on all Councillors, should be addressed.

In arriving at its recommendations for Special Responsibility Allowances the Panel had applied the DETR test of “significant additional responsibilities” to the evidence that was available. It was acknowledged that there were two components [time and responsibility] that needed to be taken into account.

The Panel in its first report identified roles where there was an expectation of responsibility under the new Constitution or in connection with Leadership of the main Political Groups on the Council. These were in line with the 2001 Birmingham Councillors' Survey which also indicated an assessed time commitment of 2 days or more for these roles.

There were no other roles where the Panel received evidence of a significant expectation of responsibility or a time commitment of at least 2 days.

The Panel remained of the view any such roles should only be considered for the payment of Special Responsibility Allowance if Job Descriptions that had clearly defined responsibilities and key accountabilities to assist a process of job evaluation and performance measurement were introduced and audited.

The evidence received by the Panel now indicated that:

- ◆ The number of roles in receipt of a Special Responsibility Allowance under the Birmingham Allowances Scheme is less than in many other authorities. The Panel felt that this was a strength rather than a weakness. The Panel had reached its conclusions from the evidence available and its recommendations had been adopted without change by the City Council.
- ◆ Whilst the Panel recognised that there was a potential for roles to change and develop over time it had stressed in its original report that published Job Descriptions for roles that did or might attract a Special Responsibility Allowance would be critical to any review process. At this moment in time this information is still not available.
- ◆ The Panel did receive a few views that certain other roles and responsibilities should be considered for payment of a Special Responsibility Allowance. These had all previously received such an allowance under the Scheme in operation prior to December 2001 and had also been considered under the Panel's original report.

- ◆ **Vice Chairs of Overview & Scrutiny Committees and of Regulatory Committees.**

The information provided to the Panel cited an additional time commitment and the general roles of supporting and deputising for the Chair.

Some of the time demand identified was likely to be in common with other members of the committees and there was no definition of the extent of the support/deputising role. In addition it was clear that the level of commitment required of Vice Chairs varied significantly between Committees.

Taken as a whole the Panel did not have enough evidence to support the payment of a Special Responsibility Allowance for these roles.

- ◆ **Group Officers.**

The Panel was made aware of the work of Group Officers in supporting the leadership and management of individual political groups [in accordance with their party rules], their role of interfacing with the administration of the Council through the Council Business Management Committee and in some cases attending Cabinet Meetings as an invited member.

Workload was heaviest around the Annual General Meeting in May. The assessment in the evidence to the Panel was that the demands of the role averaged out at around 1 day a week. The Panel was concerned to maintain the principle that allowances should not be paid for party political activity.

The Panel was unable to recommend that these roles involved a major time commitment or had a significant enough Council role to support payment of a Special Responsibility Allowance.

- ◆ **Spokespersons for Qualifying Opposition Groups.**

The Panel was advised how this role had changed under the new political arrangements. In some aspects the evidence pointed to a less significant role than previously and a reduced opportunity to make a contribution to decisions and strategic issues.

There was no evidence that there was a consistent pattern of activity across the group but the time commitment was assessed at possibly 1 day a week above that of an ordinary committee member.

The Panel felt that there was no basis for recommending the payment of a Special Responsibility Allowance for these roles.

2.2 Level of Allowance - Responsibility Factor

In arriving at its original recommendations for Special Responsibility Allowances the Panel had used the Council's existing scheme to define the relative relationships between the different roles. The 2001 Birmingham Councillors' Survey produced averages that were broadly in line with those existing values.

The evidence received by the Panel indicated that:

- ◆ There was a view that there was currently a disparity in the distribution of responsibilities and the amount of time involved for the Chairs of Overview and Scrutiny Committees.

The absence of Job Descriptions meant that the Panel was not in a position to make a judgement on these issues but felt that they may be a matter that the Council might wish to take into account in any review of arrangements for Overview and Scrutiny Committees.

- ◆ There were questions raised about how the arrangements for allowances paid to Chairs of Task & Finish Overview and Scrutiny Committees had operated in practice.

The Panel recommended a Special Responsibility Allowance for this role in the expectation that these would be short-life Committees [3-6 months maximum] set up with a clear remit to undertake specialist work outside the mainstream overview and scrutiny activity.

There were doubts expressed that this had been the experience so far and the Panel felt that the Council should review its arrangements

- ◆ An argument was put to the Panel that the differential in allowances between the Regulatory Committees should be less [range is from £7,576 to £14,371]. The Panel had relied on the Council's own judgement on relative responsibilities in arriving at its initial recommendations.

Until there are Job Descriptions that clearly define responsibilities and key accountabilities to assist a process of job evaluation and performance measurement, the Panel felt that it had no basis for altering its view at this time.

2.3 Level of Allowance - Time Factor

In arriving at its original recommendations for the time factor element of Special Responsibility Allowance the Panel had used median values from the 2001 Birmingham Councillors' Survey. This had produced an assessment of the time commitment for those roles for which special responsibility allowances was paid at that time.

The Panel was content that the median values represented a reasonable assessment of the comparative time commitment of roles in relation to that of the Leader of the Council and should be used as the base for the time factor of element of Special Responsibility Allowance.

The evidence received by the Panel indicated that:

- ◆ There was some opposition to the assessment of the role of Cabinet Member as full time.

The Panel felt that it was for the Council to make any judgement of activity on an individual basis. However the Panel remained of the view that the task of being a Cabinet Member in an authority the size of Birmingham was a full time commitment.

- ◆ There was also a view that the time commitment expected of the Chairs of Overview and Scrutiny Committees had increased significantly particularly with the advent of "Call In".

Some of the time demand identified was likely to have been a factor in the original assessment and some of it was shared in common with other members of these committees.

There had been 28 requests for "Call Ins" since December 2001 [11 since May 2002]. 7 of these [3 since May 2002] had resulted in a decision being called in.

The Panel felt that there was not enough evidence to support any change in the assessment for these roles.

- ◆ Similarly it was suggested that the time demands for the Chair of the Co-ordinating Overview and Scrutiny Committee had increased.

Evaluation of this suggestion was again hampered by the absence of a Job Description that clearly defined responsibilities and key accountabilities. It did emerge that some of the current demands were around the establishment of support structures for the scrutiny function and were therefore transient in their effect.

The Panel had no basis for recommending a change at this time.

- ◆ An argument was also put to the Panel that the time assessed for the role of the Leader of the Principal Opposition should be increased as part of any future detailed review as this role involved shadowing the Leader of the Council.

This was again an area where there was no new evidence available to the Panel that would support a change at this time.

3. Conclusions

- 3.1 There should be no change to the roles identified for receipt of a Special Responsibility Allowance until Job Descriptions are available that clearly define responsibilities and key accountabilities to assist a process of job evaluation and performance measurement.**
- 3.2 There should be no change to the rates of Special Responsibility Allowance paid until Job Descriptions are available to assist the process of job evaluation and performance measurement.**
- 3.3 Job Descriptions that clearly define responsibilities and key accountabilities to assist a process of job evaluation and performance measurement should also be produced for any other roles that are suggested for receipt of a Special Responsibility Allowance.**

Childcare and Dependent Carers' Allowance

1. Background and Current Arrangements

- 1.1 The DETR Guidance on Members' Allowances [April 2001] states that "A scheme of allowances may also include the payment of childcare and dependent carers' allowance to those councillors who incur expenditure for the care of children or dependent relatives whilst undertaking particular duties. The duties are specified in the 2001 Regulations" [para 18].
- 1.2
- 1.3 The Panel recommended the introduction of such a Scheme and this came into effect from 5 December 2001 along with the changes in Basic and Special Responsibility Allowances.
- 1.4 The Scheme enables a claim to be made for the cost for the independent care of a child under the age of 14 [based on the minimum wage] and for the professional care of a dependent relative [based on the Council's own hourly rate for a Home Care Assistant].
- 1.5 Only two claims have been made to date under the Scheme.

2. Conclusions

- 2.1 **There should be no change to the Scheme for Childcare or Dependent Carer Allowance.**
- 2.2 **Councillors should be reminded of the existence of the Scheme and the arrangements for claiming the allowance.**

Demonstrating Better Performance

1. Background

- 1.1 The Panel's original report recognised that taking on the responsibilities of a Councillor was not an attractive proposition for many people.
- 1.2 The recommendations on allowances and support arrangements were designed to remove at least some of the barriers that discouraged people from a wide range of backgrounds and with a wide range of skills standing for election or serving as Councillors.
- 1.3 Implementation of these proposals represented a significant investment of public funds. It brought with it the realistic expectation on the part of local taxpayers that it was an investment worth making that represented value for money. In the longer term the proposals needed to be judged against the objective of attracting a wider range of people to serve as Councillors.

2. Framework for Better Performance

- 2.1 The Panel was disappointed at the lack of progress towards the publication of Job Descriptions for the standard role of a Councillor and for those roles for which Special Responsibility Allowances are paid. At the very least this would have increased public awareness of these roles.
- 2.2 Their availability would also have provided the basis on which changes could be measured in this and subsequent reviews. It was unrealistic to expect the Panel to make recommendations in this or any future reviews based on assertion and anecdotal evidence.
- 2.3 The Panel's view was that it was essential that there should be a transparent and robust framework that would support better performance, the development of Councillor's roles and the change management process.
- 2.4 Key to this are Job Descriptions that clearly define responsibilities and key accountabilities to assist a process of job evaluation and performance measurement. These need to be produced to a standard format and should also identify any particular skills and competencies that could reasonably be expected of those undertaking roles for which Basic or Special Responsibility Allowances are paid.
- 2.5 The Council had an equally vital role in any framework designed to support better performance. The Panel acknowledged that some progress had been made with all Councillors now having the opportunity to have a range of technology that will facilitate their working from home on council business.
- 2.6 There were other matters identified that the Council could consider as part of a framework for supporting better performance.
 - ◆ Provision of dedicated support for dealing with casework and follow-up action to maximise the value of the time that Councillors with work and family commitments had available.
 - ◆ An adequately resourced training and development programme that would offer Councillors the opportunity to acquire the skills for both their current and future roles.
 - ◆ Streamlined information and briefing systems that would help reduce the paper mountain that was a common feature for all Councillors.

3. Demonstrating Better Performance

- 3.1** It was recognised that Councillors would always operate in an environment with traditional mechanisms around party political discipline/procedures and the ballot box.
- 3.2** The Panel felt that a more rigorous framework was needed that would demonstrate better performance and be open to regular public scrutiny. It was a matter for the Council to decide appropriate performance arrangements but the Panel did make some suggestions on matters that might be covered in the framework.
- ◆ Publication of Job Descriptions for the standard role of a Councillor and for those roles for which Special Responsibility Allowances are paid. These Job Descriptions need to be in a standard format and to define clearly responsibilities and key accountabilities.
 - ◆ Acceptance by Councillors of the expectations under the Job Descriptions. This might be in the form of a role and accountability statement which is a practice in some authorities.
 - ◆ Commitment to obtaining the skills and adopting the ways of working that would fulfil the Job Descriptions. This might be in the form of a personal development or training plan.
 - ◆ Measurement of performance against expectations in the Job Descriptions. This could include
 - Publication of attendance records on a quarterly basis.
 - Councillors own account of their ward based activities on at least an annual basis.
 - Councillors with Special Responsibility Allowance to provide a statement of objectives on taking up the role and a 6-monthly report of achievements against these objectives.
 - ◆ Introduction of a formal and publicly transparent performance management process that would demonstrate accountability and value for money. This monitoring role could be one that the Council might delegate to the Standards Committee or the Council Business Management Committee.
 - ◆ Analysis of newly elected members to test whether the objective of attracting a wider range of people to serve as Councillors was being achieved.

4. Conclusions

- 4.1** A framework to support better performance should be introduced that would involve the publication of Job Descriptions for all roles for which allowances are paid as well as a review of support arrangements for Councillors in these roles.
- 4.2** Transparent and audited performance measures that are open to public scrutiny should be introduced that would demonstrate better performance and value for money.



Birmingham City Council

Members Allowances Scheme

[from 5 December 2001]
[Rates from 1 February 2002]

18 February 2002

BIRMINGHAM CITY COUNCIL

MEMBERS ALLOWANCES SCHEME

[as amended by the City Council on 4 December 2001]

The City Council's Scheme, made under Section 18 of the Local Government and Housing Act 1989 and last amended on 30 April 2001, was further amended by the City Council at the meeting on 4 December 2001.

The Amended Scheme was agreed after consideration of the recommendations contained in the report "Valuing Public Service" received from an Independent Remuneration Panel established in accordance with The Local Authorities (Members' Allowances) Regulations 2001.

An individual Councillor will be entitled to receive the payments specified in the amended Scheme with effect from the implementation date of the Amended Scheme of 5 December 2001.

1. INTRODUCTION

1.1 This Scheme may be cited as the Birmingham City Council Members Allowances Scheme.

1.2 In this Scheme, "Councillor" means an elected member of Birmingham City Council.

2. BASIC ALLOWANCE

2.1 Allowance Rate

A Basic Allowance will be paid to each Councillor and will comprise two elements:

- ◆ A time element based on 156 days per annum less a Public Service Discount of 25% resulting in a net value of 117 days per annum. The actual rate of allowance is calculated by reference to the average non-manual male wage for 'All Industries and Services' for the West Midlands Metropolitan County area as published in the New Earnings Survey. This is expressed as a daily rate and multiplied by the net value of 117 days per annum to produce the time element of the annual Basic Allowance.
- ◆ An additional expenses element to meet the cost of telephone rental and calls and office expenses such as postage, stationery and other consumables.

The current rates for these elements of the Basic Allowance are shown in Appendix 1.

2.2 Annual Review

The two elements of the Basic Allowance will be automatically revised each year as from 1 February in line with the following:

- ◆ For the time element, by the change in the average non-manual male wage for 'All Industries and Services' for the West Midlands Metropolitan County area as published in the New Earnings Survey.
- ◆ For the additional expenses element, by the inflation allowance for 'Supplies and Services' made in the Council's budget.

2.3 Payment Dates

The effective payment date for the allowance shall be

- a) For a Councillor 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, whichever is the later.
- b) For a Councillor elected to office at any other time, from the date of making the Declaration of Acceptance of Office.

2.4 Renunciation

A Councillor may by notice in writing given to the Chief Executive [or nominated representative] elect to forego the whole or part of an entitlement to a Basic Allowance under this Scheme.

Where such a declaration is made, it remains in force until a further notice in writing to the Chief Executive [or nominated representative] withdraws it.

2.5 Payment Arrangements

Payment will be made in instalments of one-twelfth of the annual amount due and will be paid via a payroll system on the same date as that applicable to employee salaries.

2.6 Partial Entitlement

Where a Councillor holds the office of Councillor for less than a full calendar month, the Basic Allowance due 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.

2.7 Overpayment

Where the payment of a monthly instalment of Basic Allowance results in a Councillor receiving more than the amount entitled, the over payment will be recovered subsequently through a deduction from other allowances due to that Councillor or through the issue of an official invoice.

3. SPECIAL RESPONSIBILITY ALLOWANCES

3.1 Offices and Roles

A Special Responsibility Allowance will be paid to a Councillor in respect of the following roles:

- a) Leader and Deputy Leader of the Council.
- b) Cabinet Member.
- c) Chairperson of the Co-ordinating Overview and Scrutiny Committee.
- d) Chairperson of an Overview and Scrutiny Committee.
- e) Chairperson of a Task and Finish Overview and Scrutiny Committee [for the period of its existence].
- f) Chairperson of the Development Control Committee.
- g) Chairperson of the Licensing Committee.
- h) Chairperson of the Public Protection Committee.
- i) Leader and Deputy Leader of a Qualifying Opposition Group *.

[* A Qualifying Opposition Group is one with a minimum of 12 Councillors]

3.2 Receipt of Special Responsibility Allowance

No Councillor can receive more than one Special Responsibility Allowance.

3.3 Level of Responsibility and Time Commitment

Two components will be taken into account in arriving at a value for individual Special Responsibility Allowances.

- ◆ The comparative level of responsibility of the role in relation to that of the Leader of the Council.
- ◆ The comparative time commitment of the role in relation to that of the Leader of the Council.

Comparative Levels of Responsibility

The comparative levels of responsibility used for the recommended Special Responsibility Allowance roles are:

Leader of the Council	100%
Deputy Leader of the Council	75%
Cabinet Member	56%
Chair of Co-ordinating Overview & Scrutiny Committee	56%
Chair of an Overview & Scrutiny Committee	42%
Chair of a Task & Finish Overview & Scrutiny Committee	42%
Chair of Development Control Committee	42%
Chair of Licensing Committee	42%
Chair of Public Protection Committee	31%
Leader of the Largest Opposition Group [one with a minimum of 12 Councillors]	42%
Deputy Leader of the Largest Opposition Group [one with a minimum of 12 Councillors]	21%
Leader of Other Qualifying Opposition Group [one with a minimum of 12 Councillors]	21%
Deputy Leader of Other Qualifying Opposition Group [one with a minimum of 12 Councillors]	10.5%

Comparative Levels of Time Commitment

The comparative levels of time commitment used for the recommended Special Responsibility Allowance roles are:

Leader of the Council	5 days [100%]
Deputy Leader of the Council	5 days [100%]
Cabinet Member	5 days [100%]
Chair of Co-ordinating Overview & Scrutiny Committee	3.5 days [70%]
Chair of an Overview & Scrutiny Committee	3 days [60%]
Chair of a Task & Finish Overview & Scrutiny Committee	3 days [60%]
Chair of Development Control Committee	3.5 days [70%]
Chair of Licensing Committee	3 days [60%]
Chair of Public Protection Committee	2.5 days [50%]
Leader of the Largest Opposition Group [one with a minimum of 12 Councillors]	3 days [60%]
Deputy Leader of the Largest Opposition Group [one with a minimum of 12 Councillors]	2.5 days [50%]
Leader of Other Qualifying Opposition Group [one with a minimum of 12 Councillors]	2.5 days [50%]
Deputy Leader of Other Qualifying Opposition Group [one with a minimum of 12 Councillors]	2 days [40%]

3.4 Allowance Rate

The Special Responsibility Allowance for the Leader of the Council will be based on the gross earnings of the top 10% of the non manual male wage for 'All Industries and Services' for the West Midlands Metropolitan County area as published in the New Earnings Survey.

The Special Responsibility Allowance for the other roles will be arrived at by multiplying the rate for the Leader of the Council by the comparative levels of responsibility and time commitment specified in 3.3.

The current rates are shown in Appendix 1.

3.5 Annual Review

The rate of Special Responsibility Allowance for the Leader of the Council will be automatically revised each year as from 1 February.

The rate will be revised in line with the change in the gross earnings of the top 10% of the non manual male wage for 'All Industries and Services' for the West Midlands Metropolitan County area as published in the New Earnings Survey.

3.6 Entitlement to Receive Special Responsibility Allowance

A Councillor will be entitled to receive a Special Responsibility Allowance in the following circumstances:

- a) For the Leader and Deputy Leader of the Council, from their appointment at a meeting of the City Council.
- b) For a Cabinet Member, from appointment at a meeting of the City Council.
- c) For a Chairperson of the Co-ordinating Overview and Scrutiny Committee, from appointment at a meeting of the City Council.
- d) For a Chairperson of an Overview and Scrutiny Committee, from appointment at a meeting of the City Council.
- e) For a Chairperson of a Task and Finish Overview and Scrutiny Committee, from appointment at a meeting of the Co-ordinating Overview and Scrutiny Committee.
- f) For a Chairperson of the Development Control, Licensing and Public Protection Committees, from appointment at a meeting of the City Council.
- g) For a Leader of a Qualifying Opposition Group *, from receipt by the Chief Executive of a notification signed by a majority of members of that Group.
- h) For a Deputy Leader of a Qualifying Opposition Group *, from receipt by the Chief Executive of a notification signed by the Leader of that Group.

[* A Qualifying Opposition Group is one with a minimum of 12 Councillors]

3.7 Renunciation

A Councillor may by notice in writing given to the Chief Executive [or nominated representative] elect to forego the whole or part of an entitlement to a Special Responsibility Allowance under this Scheme.

Where such a declaration is made, it remains in force until a further notice in writing to the Chief Executive [or nominated representative] withdraws it.

3.8 Payment Arrangements

Payment will be made in instalments of the annual amount due and will be paid via a payroll system on the same date as that applicable to employee salaries.

The payment year will run from June to mid May and comprise 11 full instalments and 1 half instalment.

3.9 Partial Entitlement

In the event of a Councillor holding an office or undertaking a role for less than a full payment year, the Special Responsibility Allowance due for their final month 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.

3.10 Overpayment

Where the payment of a monthly instalment of Special Responsibility Allowance results in a Councillor receiving more than the amount entitled, the over payment will be recovered subsequently through a deduction from other allowances due to that Councillor or through the issue of an official invoice.

4. CHILDCARE AND DEPENDANT CARERS' ALLOWANCE

4.1 Authorised Duties

A Childcare and Dependant Carers' Allowance can be claimed where Councillors necessarily incur expenditure in arranging care of their children or dependants when undertaking the following particular duties:

- ◆ A meeting of the Cabinet or of a Cabinet committee.
- ◆ A meeting of the full Council or of a committee or sub-committee of the Council.
- ◆ A meeting of any other body or of a committee or sub-committee of any other body to which the Council makes appointments or nominations.
- ◆ A meeting which has **both** been authorised by the full Council, a committee or sub-committee of the Council or a joint committee of the Council and one or more other authorities, or a sub-committee of a joint committee **and** to which representatives of more than one political group have been invited (if the Council is divided into several political groups) or to which two or more councillors have been invited (if the Council is not divided into political groups).
- ◆ A meeting of a local authority association of which the Council is a member.
- ◆ Duties undertaken on behalf of the Council in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.
- ◆ Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises.
- ◆ Duties undertaken on behalf of the Council in connection with arrangements made by the Council for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.

4.2 Allowance Rate

The rate that can be claimed will depend on the nature of the care involved:

- ◆ For the independent care of a child [under the age of 14], the maximum hourly rate that can be claimed will be the minimum wage.
- ◆ For the professional care of a dependent relative, the maximum hourly rate that can be claimed will be the Council's own hourly rate for a Home Care Assistant.

The current maximum hourly rates are shown in Appendix 1.

4.3 Annual Review

The maximum hourly rates will be automatically revised each year as from 1 February in line with the changes in the minimum wage and the Council's own hourly rate for a Home Care Assistant.

4.4 Making a Claim

Claims for the allowance will need to be made on the form provided and be supported by the following information:

- ◆ Full details of the approved duty undertaken.
- ◆ Confirmation of who the care had been provided for [including age of child or children as appropriate].
- ◆ Name of the provider of the care.
- ◆ The amount [within the maximum] limits claimed.
- ◆ A receipt or copy invoice where the care involved the services of a professional carer.
- ◆ A declaration that the care had not been provided by a member of the immediate family or household.
- ◆ A statement to the effect that the costs were necessarily incurred in order to undertake the duty, had not been reimbursed through any other means and were not already covered by any benefits paid to or on behalf of the person for whom the care had been arranged.

4.5 Payment Arrangements

Claims will be paid along with all other allowances via a payroll system on the same date as that applicable to employee salaries.

4.6 Overpayment

Any deduction necessary following verification of the claim will be made from the next month's allowance payment.

CURRENT ALLOWANCES RATES [from 1 February 2002]

BASIC ALLOWANCE [per annum unless otherwise stated]

	£	£
Average non-manual male wage for 'All Industries and Services' for the West Midlands Metropolitan County area [April 2001] - per day		111.98
Basic Allowance		13,714
Time Element	13,102	
Additional Expenses Element	612	

SPECIAL RESPONSIBILITY ALLOWANCE [per annum unless otherwise stated]

	£
Gross earnings of the top 10% of the non-manual male wage for 'All Industries and Services' for the West Midlands Metropolitan County area [April 2001] - per week	940.00

The Executive [Leader and Cabinet]

Leader of the Council	48,880
Deputy Leader of the Council	36,660
Cabinet Member	27,373

Overview and Scrutiny Committees

Chairperson of Co-ordinating Overview & Scrutiny Committee	19,161
Chairperson of an Overview & Scrutiny Committee	12,318
Chairperson of a Task and Finish Overview & Scrutiny Committee [for the period of its existence]	12,318

Regulatory Committees

Chairperson of the Development Control Committee	14,371
Chairperson of the Licensing Committee	12,318
Chairperson of the Public Protection Committee	7,576

Opposition Groups

Leader of the Largest Qualifying Opposition Group *	12,318
Deputy Leader of the Largest Qualifying Opposition Group *	5,132
Leader of Other Qualifying Opposition Group *	5,132
Deputy Leader of Other Qualifying Opposition Group *	2,053

[* A Qualifying Opposition Group is one with a minimum of 12 Councillors]

CHILDCARE AND DEPENDANT CARERS' ALLOWANCE [maximum hourly rate]

	£
Independent care of a child [under the age of 14] - maximum hourly rate of	4.10
Professional care of a dependent relative - maximum hourly rate of	5.48

RE: VALUING PUBLIC SERVICE – APPENDIX 2

Allowances - Other Authorities [September 2002]

Authority	Birmingham	Barnet	Bristol	Bucks CC	Cardiff	Hants CC	Leeds	Liverpool	Manchester	Newcastle	Sheffield	Sunderland	Surrey CC	Tameside
Population [CIPFA]	1,013,200	345,500	408,000	477,700	330,000	1,263,300	732,100	455,000	439,500	268,100	529,600	289,100	1,045,100	219,300
Budget Requirement - £'000 [CIPFA]	1,167,584	302,029	369,015	369,452	356,630	920,514	669,284	559,344	528,246	287,214	525,796	297,504	773,110	222,573
Number of Councillors	117	60	70	54	74	74	99	99	99	78	87	74	76	57
Basic Allowance	13,714	8,850	9,200	8,796	10,196	10,000	7,724	8,651	12,104	7,210	8,269	5,175	10,000	8,500
Special Responsibility Allowances														
Leader of Council	48,880	25,500	20,000	32,602	38,926	25,000	23,451	3,748	33,005	27,241	13,782	31,982	20,000	22,500
Deputy Leader of Council	36,660	8,500	15,000	21,735	21,073	15,000	17,055	2,499	13,880	8,343	6,891	21,321	16,000	13,500
Cabinet Member	27,373	12,750	15,000	16,560	19,463	15,000	17,055	3,748	13,880	6,489	6,891	17,590	16,000	13,500
Chair – Co-ordinating Overview & Scrutiny	19,161	4,250	5,000	8,280	11,678	10,000	14,924	2,499	8,328	4,635	5,697	10,661	12,000	7,100
Chair – Overview & Scrutiny	12,318	4,250	5,000	8,280	11,678	10,000	14,924	2,499	8,328	4,635	5,697	10,661	12,000	6,700
Chair - Development Control	14,371	2,833	5,000	4,140	11,678	5,000	7,994	-	8,328	4,635	2,297	5,330	14,000	-
Chair - Licensing	12,318	-	5,000	-	11,678	5,000	1,066	-	8,328	4,635	2,297	5,330	-	-
Chair - Public Protection	7,576	-	-	-	-	5,000	1,066	-	-	-	-	-	-	-
Leader of Largest Opposition Group	12,318	12,750	10,000	9,874	11,678	10,200	2,665	2,499	13,880	4,635	5,697	10,661	8,160	6,700
Deputy Leader of Largest Opposition Group	5,132	-	-	-	-	-	-	1,249	2,776	2,318	-	5,330	-	-
Leader of Other Opposition Group	5,132	8,500	10,000	3,072	11,678	5,300	2,665	-	-	-	-	7,106	2,080	1,850
Deputy Leader of Other Opposition Group	2,053	-	-	-	-	-	-	-	-	-	-	3,553	-	-
Authority	Birmingham	Coventry	Dudley	Sandwell	Solihull	Walsall	W/hampton							
Population [Municipal Year Book 2002]	1,013,177	303,000	312,100	288,500	204,800	260,900	240,500							
Budget Requirement - £'000 [CIPFA]***	1,144,383	310,828	282,949	319,648	182,443	270,488	265,445							
Number of Councillors	117	54	72	71	51	60	60							
Basic Allowance	13,714	10,712	6,000	7,500	6,008	?	6,200							
Special Responsibility Allowances														
Leader of Council	48,880	19,282	18,000	17,500	12,016	?	16,800							
Deputy Leader of Council	36,660	13,925	8,500	13,125	7,210	?	9,800							
Cabinet Member	27,373	8,570	5,000	8,750	6,008	?	4,300							
Chair - Co-ordinating Overview & Scrutiny	19,161	5,356	3,000	4,375	4,806	?	2,800							
Chair - Overview & Scrutiny	12,318	5,356	3,000	4,375	4,806	?	2,800							
Chair - Development Control	14,371	3,213	5,000	5,828	4,806	?	3,000							
Chair - Licensing	12,318	2,142	3,000	5,828	-	?	3,000							
Chair - Public Protection	7,576	-	3,000	-	-	?	-							
Leader of Largest Opposition Group	12,318	3,213	3,000	5,828	6,008	?	9,800							
Deputy Leader of Largest Opposition Group	5,132	-	-	-	-	?	3,300							
Leader of Other Opposition Group	5,132	-	-	2,914	3,004	?	-							
Deputy Leader of Other Opposition Group	2,053	-	-	-	-	?	-							

