

## **Council**

Wednesday, 18th May, 2022, 5.00 pm

**\*\*please note the earlier start time\*\***

Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

### Agenda

**1 Apologies for absence**

**2 Declarations of Interest**

Members are requested to indicate at this stage in the proceedings any items on the agenda in which they intend to declare an interest. Members are reminded that if the interest is a Disclosable Pecuniary Interest (as defined in the Members' Code of Conduct) they must leave the room for the whole of that item.

If the interest is not a Disclosable Pecuniary Interest, but is such that a member of the public could reasonably regard it as being so significant that it is likely that it would prejudice their judgment of the public interest (as explained in the Code of Conduct) then they may make representations, but then must leave the meeting for the remainder of the item.

**3 Minutes of the last meeting**

(Pages 5 - 16)

**4 Returning Officer's Report**

(Pages 17 - 18)

To receive the report of the Returning Officer.

**5 Proposals for the Election of the Mayor for 2022/23**

To formally elect the Mayor of the Borough for 2022/23.

**6 Proposals for the Election of the Deputy Mayor for 2022/23**

To formally elect the Deputy Mayor of the Borough for 2022/23.

**There will be a short adjournment whilst the mayoral party exchange robes and chains of office**

<b>7 Tributes to the retiring Mayor and Presentation of Commemorative Badges</b>	
The Retiring Mayor will receive tributes following her year in office.	
<b>8 Appointment of Deputy Leader and members of the Cabinet</b>	(To Follow)
To note the appointment of the Deputy Leader and Members of the Cabinet appointed by the Leader of the Council.	
<b>9 Appointments to Committees, Panels and Working Groups for 2022/23</b>	(To Follow)
To approve the appointment of Members of the Council to Committee's Working Groups, etc and to note shadow appointments for 2022/23.	
<b>10 Appointment of Community Hub Chairs and Vice Chairs for 2022/23</b>	(To Follow)
To approve the appointment of the Community Hub Chairs and Vice Chairs for 2022/23.	
<b>11 Appointment to outside bodies for 2022/23</b>	(To Follow)
To appoint Members of the Council to represent the Authority on outside bodies in 2022/23.	
<b>12 Council Meetings in 2022/23</b>	
To note the programme of Council Meetings for 2022/23:	
<ul style="list-style-type: none"><li>• 20 July 2022</li><li>• 21 September 2022</li><li>• 23 November 2022</li><li>• 25 January 2023</li><li>• 1 March 2023</li><li>• 29 March 2023</li><li>• 17 May 2023</li><li>• 24 May 2023</li></ul>	
<b>13 Report of the Independent Remuneration Panel</b>	(Pages 19 - 60)
To receive and consider the report of the Director of Governance and Monitoring Officer.	
<b>14 Leisure investment in South Ribble Leisure Centres</b>	(To Follow)
To receive and consider the report of the Director of Communities.	

## **15 Exclusion of Press and Public**

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information)

Condition:

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

## **16 Leyland Town Deal Land Acquisitions**

(Pages 61 - 68)

To receive and consider the report of the Director of Commercial.

**The meeting will be followed by a reception and buffet for the Mayor, Mayor's guests and all Councillors**

Gary Hall  
Chief Executive

Electronic agendas sent to Members of the Council

The minutes of this meeting will be available on the internet at [www.southribble.gov.uk](http://www.southribble.gov.uk)

Forthcoming Meetings

6.00 pm Wednesday, 20 July 2022 - Shield Room, Civic Centre, West Paddock, Leyland, PR25 1DH

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<b>Minutes of</b>	<b>Council</b>
<b>Meeting date</b>	<b>Wednesday, 20 April 2022</b>
<b>Committee members present:</b>	Councillors Jane Bell (Mayor), David Howarth (Deputy Mayor), Will Adams, Renee Blow, Damian Bretherton, Julie Buttery, Aniela Bylinski Gelder, Matt Campbell, Carol Chisholm, Colin Coulton, Mal Donoghue, James Flannery, Derek Forrest, Paul Foster, Mary Green, Michael Green, Harry Hancock, Jon Hesketh, Clare Hunter, Susan Jones, Chris Lomax, Jim Marsh, Keith Martin, Jacqui Mort, Peter Mullineaux, John Rainsbury, Colin Sharples, David Shaw, Margaret Smith, Phil Smith, David Suthers, Stephen Thurlbourn, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Kath Unsworth, Karen Walton, Ian Watkinson, Gareth Watson, Paul Wharton-Hardman, Carol Wooldridge and Barrie Yates
<b>Committee member attended virtually (non-voting):</b>	Councillor Jacky Alty
<b>Officers present:</b>	Gary Hall (Chief Executive), Chris Moister (Director of Governance), Asim Khan (Director of Customer and Digital), Mark Lester (Director of Commercial), Jennifer Mullin (Director of Communities), Louise Mattinson (Director of Finance and Section 151 Officer), Darren Cranshaw (Shared Services Lead - Democratic, Scrutiny & Electoral Services) and Ruth Rimmington (Democratic Services Team Leader)
<b>Public:</b>	15

## **116 Minute's silence**

The Mayor invited Members to observe a minute's silence in memory of Councillor Bill Evans and former Councillor Alan Best.

Councillors Paul Foster, David Howarth, Karen Walton, Michael Green and Renee Blow paid tribute and sent their condolences to the families.

## **117 Apologies for absence**

Apologies were received from Councillors Michael Higgins, Cliff Hughes, Caroline Moon and Alan Ogilvie.

Councillor Jacky Alty attended the meeting via Microsoft Teams and so was not able to participate in voting.

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## 118 Declarations of Interest

No declarations of interest were received.

## 119 Minutes of the last meeting

Resolved: (Unanimously) That the minutes of the Council meeting held on Wednesday, 23 February 2022 be approved as a correct record.

Councillor Matthew Tomlinson noted that, at the last meeting, he had incorrectly referenced a facilities management report as being from 2018. He apologised and advised the date had actually been 2016. He had also assumed the report had been undertaken by internal audit, but had since been advised the report had been produced externally.

## 120 Mayors Announcements

The Mayor gave an update on her recent duties, and thanked those members who attended the spring banquet.

The Mayor reminded members of her 'At home' event on 5 May.

## 121 Amendment to Taxi Licensing Policy

The Mayor advised that, as there were a number of members of the public in attendance for the following items, she had changed the order of agenda to consider these items first.

The Cabinet Member (Planning, Business Support and Regeneration), Councillor James Flannery presented the report of the Director of Planning and Development.

The report proposed the formal adoption of the changes to the Taxi Licensing Policy with regards to the local area knowledge test taken by all new applicants for a hackney/private hire drivers' licence.

A request had been submitted from licensed operators for a single use/ restricted private hire licence to be available. This had been considered by the Licensing and Public Safety Committee in December 2022 and in March with various options considered. Members considered all proposals and had agreed with the officer that Option 3 was the best preferred option.

It was proposed by the Cabinet Member (Planning, Business Support and Regeneration), Councillor James Flannery, seconded by the Councillor Paul Wharton-Hardman, and subsequently

Resolved (**by majority 43:0:1**)

1. To note the contents of the report.
2. To formally adopt the agreed proposal following the approval by the Licensing and Public Safety Committee on 8 March 2022 - Keeping the test in place but removing the local aspect of the test completely for all applicants, keeping a section of the test as a "competency Test" for basic English, Numeracy and a test for using a satellite navigation system.

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For: Councillors Will Adams, Jane Bell (Mayor), Damian Bretherton, Julie Buttery, Aniela Bylinski Gelder, Matt Campbell, Carol Chisholm, Colin Coulton, Mal Donoghue, James Flannery, Derek Forrest, Paul Foster, Mary Green, Michael Green, Harry Hancock, Jon Hesketh, David Howarth, Clare Hunter, Susan Jones, Chris Lomax, Jim Marsh, Keith Martin, Jacqui Mort, Peter Mullineaux, John Rainsbury, Colin Sharples, David Shaw, Margaret Smith, Phil Smith, David Suthers, Stephen Thurlbourn, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Kath Unsworth, Karen Walton, Ian Watkinson, Gareth Watson, Paul Wharton-Hardman, Carol Wooldridge and Barrie Yates.

Abstain: Councillor Renee Blow.

## **122 Statutory HMRC Checks for Taxi/Private Hire Driver Applications**

The Cabinet Member (Planning, Business Support and Regeneration), Councillor James Flannery presented the report of the Director of Planning and Development.

The Licensing and Public Safety Committee in March had considered new tax requirements for applications to certain licences from 4 April 2022. These were statutory HMRC checks to renewal applications for all licence hackney and Private Hire Drivers, operator licences and scrap metal licences.

It was proposed by the Cabinet Member (Planning, Business Support and Regeneration), Councillor James Flannery, seconded by Councillor Paul Wharton-Hardman, and subsequently

Resolved (unanimously)

1. To note the contents of the report.
2. To formally adopt the agreed proposal following the approval by the Licensing and Public Safety Committee on 8 March 2022 - to incorporate statutory HMRC checks to renewal applications for all licence hackney and Private Hire Drivers, operator licences and scrap metal licences.

## **123 Vehicle Age Policy**

The Cabinet Member (Planning, Business Support and Regeneration), Councillor James Flannery presented the report of the Director of Planning and Development regarding changes to the Taxi Licensing policy regarding the Vehicle Age Policy and the Licensing of Hackney Carriage Vehicles.

The matter had been considered by the Licensing and Public Safety Committee in December 2022 and April. A consultation was undertaken for all options with the relevant stakeholders.

It was proposed by the Cabinet Member (Planning, Business Support and Regeneration), Councillor James Flannery, seconded by the Councillor Paul Wharton-Hardman, and subsequently

Resolved (unanimously)

1. To note the contents of the report.
2. To formally adopt the agreed proposal following the approval by the Licensing and Public Safety Committee on the 6 April 2022.

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Age Policy - **Option 4, with the exemption for vehicles that perform Special needs school contact work.**

**Option 4 Reduce all vehicles to 4 and 8 years. With an option of an extension for non-polluting vehicles that conform to a certain euro rating.**

Reduce all vehicles to 4 years of age maximum when first licence and to be remain licensed until the vehicle is 8 years old, but, if the vehicle passes a set co2 emissions euro 6 rating an option for an extra 2 years older when first licensed (i.e up to 6 years old) and which can remain licensed until 12 years of age.

The Council will where appropriate, issue Hackney Carriage Licences to vehicles which;

## **Type of Vehicle**

## **Maximum Age When First presented for Licensing**

All vehicle types (hatchback saloon, estate etc) and purpose-built taxis (i.e. Peugeot E7, Euro taxi) wheelchair accessible vehicles

4 Years

All vehicle types (hatchback saloon, estate etc) and purpose-built taxis (i.e. Peugeot E7, Euro taxi) wheelchair accessible vehicles, that has a certain euro rating meeting a set level of CO2 emissions

6 Years

Vehicles which have been continuously licensed by South Ribble, will no longer be eligible for renewal once pass the following ages;

## **Type of Vehicle**

## **Maximum Age vehicles Can Be licensed Until**

All vehicle types (hatchback saloon, estate etc) and purpose-built taxis (i.e. Peugeot E7, Euro taxi) wheelchair accessible vehicles

8 Years

All vehicle types (hatchback saloon, estate etc) and purpose-built taxis (i.e. Peugeot E7, Euro taxi) wheelchair accessible vehicles, that has a certain euro rating meeting a set level of CO2 emissions

12 Years

Licensing of Hackney Carriage Vehicles - The grandfather rights policy to be replaced with a capped policy, to initially 100 vehicles with the delegated power to increase that number given to officers to set as the market demands through evidence of significant unmet demand from the public.

Both policies to be adopted for 3 years until 2025.

Both policies to be part of an ongoing programme of review reported back to committee every 12 months, with a proposed date of June 2023. This update to include the availability to drivers for electric and hybrid vehicles and if the



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number of vehicles licenced by the authority were compliant with the council's section 165 of equalities act 2010 duties.

## **124 Cabinet**

Members received a general report of the Cabinet meeting held on 23 March.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Mick Titherington and subsequently

Resolved (unanimously) that the report be noted.

## **125 Appointment of a new Member of the Cabinet**

The Leader of the Council, Councillor Paul Foster, advised that, due to the sad loss of former Councillor Bill Evans, there was a need to appoint a new member of the Cabinet.

Members welcomed Councillor James Flannery as the new Cabinet Member (Planning, Business Support and Regeneration).

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Mick Titherington and subsequently

Resolved (unanimously) To note the appointment of Councillor James Flannery as Cabinet Member (Planning, Business Support and Regeneration) by the Leader of the Council.

## **126 Urgent Decisions**

Members received a report setting out a number of urgent decisions taken in accordance with urgency procedures outlined in the Council's Constitution since the report to the last meeting of Council.

These urgent decisions include 'key' decisions taken by the Executive (i.e. Cabinet of Individual Executive Members) as defined in the Cabinet Forward Plan / Notice of Executive Decisions, decisions which include confidential or exempt information, and urgent decisions for which the Mayor agreed to waive scrutiny call-in.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Mick Titherington, and subsequently

Resolved (unanimously) that the report be noted.

## **127 Scrutiny Committee**

Members received a general report of the Scrutiny Committee held on 17 March and Scrutiny Budget and Performance Panel held on 21 March.

It was proposed by the Chair of the Scrutiny Committee, Councillor David Howarth, seconded by Councillor Karen Walton and subsequently

Resolved (unanimously) that the report be noted.

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## **128 Governance Committee**

Members received a general report of the Governance Committee meeting held on 29 March.

It was proposed by the Chair of the Governance Committee, Councillor Ian Watkinson, seconded by the Vice Chair of the Governance Committee, Councillor Colin Sharples and subsequently

Resolved (unanimously) that the report be noted.

## **129 Extra Care Project - West Paddock Budget Approval**

The Mayor advised that this item had been withdrawn from the agenda.

## **130 Investment in Council's Leisure Centres**

Councillor Michael Green sought advice from the Director of Governance and Monitoring Officer regarding the consideration of this and the following item due to purdah. It was noted that, whilst there was a by-election ongoing the decision related to the whole Borough and was time bound. In addition, the report did not promote a particular candidate or political party (which would be contrary to the rules of purdah), and so it was appropriate for the items to be considered.

The Cabinet Member (Deputy Leader, Health and Wellbeing), Mick Titherington, presented the report of the Director of Communities.

The report supported the objectives within the Council's Leisure Facilities Strategy, adopted by the Council's Cabinet in 2020, with particular regard to developing local Leisure facilities accessible to communities.

The report sought approval for investment proposals for work to be undertaken at the Council's own Leisure Centres to complement the Decarbonisation work about to start, alongside a proposed Leisure Local investment at Lostock Hall Academy and Community Centre at Gregson Lane.

Members spoke in support of the proposals, including Councillors Aniela Bylinski Gelder, Jacqui Mort, Gareth Watson, Matthew Trafford, Barrie Yates, Chris Lomas, Paul Wharton-Hardman, David Howarth, Paul Foster and Matthew Tomlinson.

Other members commented on the proposals, including Councillors Matt Campbell, Margaret Smith, Karen Walton, Phil Smith.

Councillor Jacqui Mort requested that publicly available information be circulated to all members as soon as possible regarding the facilities at Lostock Hall Academy. The Leader agreed to provide this when available.

Councillor Karen Walton noted concerns regarding the figures quoted for a new leisure centre and queried if there would be sufficient capacity across the current centres. The Deputy Leader noted the figures had been provided and was assured that capacity would be sufficient.

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Councillor Phil Smith queried if there would be no need for gas at all moving forwards and if air source heat pumps would be sufficient. A response would be provided following the meeting.

It was proposed by the Cabinet Member (Deputy Leader, Health and Wellbeing), Mick Titherington, seconded by the Leader of the Council, Councillor Paul Foster, and subsequently Resolved (unanimously)

1. To approve the proposed scope of works identified in the report for a first phase investment into the Council's Leisure Centres as set out below in paragraph 43 which will complement the Decarbonisation work already approved for the Leisure Centres.
2. To approve that a sum of £775k is reallocated from the existing capital budget for a new Leisure Centre (total £19m) to complete the proposed work on the Leisure Centres to complement the Decarbonisation work. This will take the total capital works proposed on existing leisure centres (including work already underway) to £2.875m.
3. To note the intended use of the UK Leisure Framework to procure the proposed first phase investments into the Leisure Centres to combine the work with the Decarbonisation programme approved by Council and Cabinet.
4. To note the decision to award the finalised contract to the UK Leisure Framework for the Leisure Centre first phase investment programme will be taken by the Executive Member for Finance Property and Assets and Executive Member (Deputy Leader) for Health and Well-being in consultation with the Director of Communities. This will align the contract with the delegation given to that executive member in relation to the decarbonisation works.
5. To approve a new Capital budget to provide a grant of £200,000 to Lostock Hall Academy, and approves a loan of £100,000 in line with the financial terms outlined below in paragraph 70. The total contribution of £300k will be used for the development of a new Community Leisure Facility on the Academy site representing a new Leisure Local partnership between the School and South Ribble Borough Council.
6. To approve a new capital budget of £300k as per paragraph 73 to allow a grant to be provided to the charity Gregson Green, towards the replacement of Gregson Lane Community Centre.
7. To delegate responsibility to the Director of Governance to be exercised in consultation with the Deputy Leader (Cabinet Member for Health and Well-being) and Director of Communities, to put in place grant and legal agreements concerning the grants and loan proposed above.
8. To note that a further report will be brought to Council in May 2022 outlining a substantial second phase investment programme into the Council's Leisure Centres (estimated to be circa £6m) and propose a procurement strategy and timetable to deliver the work.

## **131 Waste Collection Services contract**

The Leader of the Council, Councillor Paul Foster, presented the report of the Director (Customer and Digital) which considered options for the future delivery of the Council's waste collection service.

The council provides waste and recycling collection services to over 50,000 households. This is a significant and high-profile service delivered daily throughout the borough all year round and includes garden waste collections.

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The Council has outsourced waste and recycling collection services for around 30 years and to FCC since 2015. The waste contract is in the final months of a 7-year contract term and due to expire on 10 June 2022.

The governments National Resources and Waste Strategy along with obligations under the Environment Act will impose changes on the delivery of waste services by the council over the next few years.

Other than the impact of the national shortage of HGV drivers, FCC's contract performance has generally been good, performing well throughout the pandemic.

The report set out the options, for insourcing the service and continuing the outsourcing. The Monitoring Officer reminded members to take care when contributing to the debate due to the ongoing by-election.

A number of members contributed to the debate, including Councillor Jane Bell, Matthew Tomlinson, Aniela Bylinski Gelder, Ange Turner, Keith Martin, Will Adams, Margaret Smith, Chris Lomax, Mick Titherington, James Flannery, Barrie Yates and David Shaw.

Members debated the proposals and commented on the excellent service delivered by the operatives during the pandemic and how much the residents appreciated how operatives went above and beyond during that time.

A desire to give operatives access to the same pension scheme offered to South Ribble employees and the living wage was expressed. A proactive recruitment drive for women operatives was suggested. A TUPE process would be undertaken if the service was insourced.

The risks were considered, and noted that unforeseen costs would be recharged back to the council in either circumstance and benefits to community wealth building if the service were to be insourced. The experience of insourcing the Leisure contract would also be useful although FCC have expertise in delivering this type of service.

Members of the public were invited to make representations. Comments included the risks of losing staff (some operatives had expressed a wish for the service to be insourced), some operatives had also stated they wished to benefit from the local government pension scheme and flagged the cost of living increases and that operatives were able to gain a higher wage as an agency worker and that turnover of staff was an issue. Operatives had been greatly appreciated during the pandemic and the principle of insourcing the service was supported.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Mick Titherington, and subsequently Resolved (by majority 25:19:0)

To approve option b as set out below:

b. Insource all waste collection services to be operated directly by South Ribble Borough Council, commencing 11 June 2022.

As a consequence of accepting this option, Council acknowledges that:

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- i. under Transfer of Undertakings (Protection of Employment) regulations (TUPE) the contracts of employment of all relevant employees engaged in the delivery of the current FCC waste contract will transfer to the Council.
- ii. specialist advice on insourcing, project management and other support services necessary to facilitate mobilisation of waste services to the Council will be sourced to support the changes.
- iii. due to restricted timescales, contracts with suppliers engaged to facilitate insourcing of waste services including IT hardware and software will be sought and directly awarded.

For: Councillors Will Adams, Jane Bell (Mayor), Renee Blow, Aniela Bylinski Gelder, Mal Donoghue, James Flannery, Derek Forrest, Paul Foster, Harry Hancock, David Howarth, Clare Hunter, Susan Jones, Chris Lomax, Keith Martin, Colin Sharples, David Shaw, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Kath Unsworth, Ian Watkinson, Paul Wharton-Hardman and Carol Wooldridge.

Against: Councillors Damian Bretherton, Julie Buttery, Matt Campbell, Carol Chisholm, Colin Coulton, Mary Green, Michael Green, Jon Hesketh, Jim Marsh, Jacqui Mort, Peter Mullineaux, John Rainsbury, Margaret Smith, Phil Smith, David Suthers, Stephen Thurlbourn, Karen Walton, Gareth Watson and Barrie Yates.

## **132 Appointment of Chief Executive**

The Leader of the Council, Councillor Paul Foster, presented the report of the Chief Executive which proposed the appointment of a new Chief Executive, shared with South Ribble Borough Council.

A robust recruitment process had been undertaken and the Shared Services Joint Committee Appointments Panel agreed unanimously that Chris Sinnott be recommended to Council for formal appointment.

It was proposed by the Leader of the Council, Councillor Paul Foster, seconded by the Deputy Leader of the Council, Councillor Mick Titherington, and subsequently Resolved (by majority 25:0:19)

1. That following a meeting of the Shared Services Joint Committee Appointments Panel on 25 March 2022, Chris Sinnott be appointed as the Council's new Shared Chief Executive with effect from 1 January 2023.
2. That the new Shared Chief Executive also undertakes the statutory role of Head of Paid Services and is the Council's Returning Officer and Electoral Registration Officer.

For: Councillors Will Adams, Jane Bell (Mayor), Renee Blow, Aniela Bylinski Gelder, Mal Donoghue, James Flannery, Derek Forrest, Paul Foster, Harry Hancock, David Howarth, Clare Hunter, Susan Jones, Chris Lomax, Keith Martin, Colin Sharples, David Shaw, Mick Titherington, Caleb Tomlinson, Matthew Tomlinson, Matthew Trafford, Angela Turner, Kath Unsworth, Ian Watkinson, Paul Wharton-Hardman and Carol Wooldridge.

Abstain: Councillors Damian Bretherton, Julie Buttery, Matt Campbell, Carol Chisholm, Colin Coulton, Mary Green, Michael Green, Jon Hesketh, Jim Marsh,

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Jacqui Mort, Peter Mullineaux, John Rainsbury, Margaret Smith, Phil Smith, David Suthers, Stephen Thurlbourn, Karen Walton, Gareth Watson and Barrie Yates.

## 133 Questions to the Leader of the Council

Councillor Paul Wharton-Hardman queried if the Leader would share correspondence relating to the proposed crossing at Stanifield Lane in Farmington. The Leader explained that LCC were not funding the crossing, the Parish Council have a funding allocation, as did the council. Discussions were ongoing regarding the Section 278 works and the crossing would be implemented as soon as possible. The Leader thanked Councillors Paul Wharton-Hardman and Jacky Alty for their work on this issue.

Councillor Damian Bretherton requested an update on the upgrades to insulation as part of the decarbonisation of the Council's buildings. The Leader advised that Councillor Matthew Tomlinson would forward further information following the meeting.

Councillor Karen Walton reiterated a request to see a letter from the Secretary of State, Michael Gove, regarding council tax rises as she had received a briefing paper rather than a letter. The Leader agreed to forward the letter following the meeting. Councillor Matthew Tomlinson noted that, at a previous meeting, he had stated the council had been written to. By this he had meant by the Department, not specifically Michael Gove.

Councillor Will Adams noted that parking charges have been reintroduced for staff at hospitals and requested the Leader put pressure on the government and local NHS to improve terms and conditions for staff. The Leader agreed that car parking charges should be waived for NHS staff and undertook to ask members on the Board to challenge this.

Councillor Phil Smith requested an update on the Council's levelling up bid. The Leader advised that a letter had been sent to Katherine Fletcher MP requesting ideas for the bid, but no response had been received. The council is in a category three area meaning that due to the Leyland Town Deal it was not expected that the council would be successful, but a number of schemes were being investigated for a potential bid. However, costs would be incurred to submit a bid.

## 134 Questions to Cabinet Members

### **Deputy Leader and Cabinet Member (Health and Wellbeing) - Councillor Mick Titherington**

Councillor Stephen Thurlbourn thanked Councillor Titherington for the responses to questions he had asked via email in advance of the meeting. He noted he had asked a supplementary question and that he would await a response from the relevant officer.

### **Cabinet Member (Communities, Social Justice and Wealth Building) – Councillor Aniela Bylinski Gelder**

Councillor Margaret Smith queried Direct Debit for garden waste collection as she understood it should be taken out automatically. Councillor Bylinski Gelder undertook to investigate the specific case, but noted that direct debits are available if residents wished to sign up to them and this service would be publicised.

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Councillor Paul Wharton-Hardman noted that questions to public figures via social media could be an effective communication mechanism. Councillor Bylinski Gelder noted that individuals could choose how they dealt with queries via social media and how available they wished to make themselves using this medium.

## **Cabinet Member (Finance, Property and Assets) – Councillor Matthew Tomlinson**

Councillor Margaret Smith queried a report into facilities management from 2016 which was referenced at the last meeting and requested a copy and who had alleged that the report had been suppressed. Councillor Tomlinson undertook to request a copy of the report which had been commissioned by the former Chief Executive.

## **Cabinet Member Planning, Business Support and Regeneration) – Councillor James Flannery**

Councillor Michael Green welcomed Councillor Flannery in his new role and queried if planning policy could be drafted regarding takeaways near primary schools. Councillor Flannery agreed to investigate this.

Councillor Will Adams thanked Councillor Flannery for his support regarding the Tram Bridge. Councillor Flannery noted the strategic importance of the Tram Bridge and undertook to support Preston City Council regarding this.

Councillors Caleb Tomlinson and Keith Martin welcomed Councillor Flannery to his new role. Councillor Flannery noted the challenges regarding climate change and advised he would support the agenda where possible.

Chair

Date

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Report of	Meeting	Date
Returning Officer	Council	Wednesday, 18 May 2022

## Returning Officer's Report

Is this report confidential?	No
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Is this decision key?	Not applicable
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### Purpose of the Report

1. To report to Full Council the person that was duly elected as councillor following the Earnshaw Bridge ward by-election.

### Recommendations to Council

2. That the report be noted.

### Reasons for recommendations

3. It is appropriate to report to Council the result of the by-election.

### Other options considered and rejected

4. No other options were considered. The by-election was necessary to fill the vacant seat on the Council.

### Corporate priorities

5. The report relates to the following corporate priorities:

<b>An exemplary council</b>	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

### Background to the report

6. A by-election for the vacant seat in the Earnshaw Bridge ward was held on 5 May 2022.

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## Person(s) Elected

7. Lou Jackson (Labour Party) was duly elected to represent the Earnshaw Bridge ward.

## Climate change and air quality

8. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

9. All members must be aware of their responsibilities under the Equality Act implications in their role and will receive training for this.

## Risk

10. There are no risks associated with this report.

## Comments of the Statutory Finance Officer

11. There are no financial implications of this report.

## Comments of the Monitoring Officer

12. The report is for information in accordance with our normal procedures. There are no concerns to raise from a Monitoring Officer perspective.

There are no background papers or appendices to this report.

Report Author:	Email:	Telephone:	Date:
Charlotte Lynch (Democratic and Member Services Officer)	charlotte.lynch@southribble.gov.uk	01772 625563	9 May 2022

Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by the Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 18 May 2022

Is this report confidential?	No
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Is this decision key?	Not applicable
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## Report of the Independent Remuneration Panel

### Purpose of the Report

1. The report informs Council of the findings and recommendations of the Independent Remuneration Panel, which has completed a review of members' allowances under the Local Authorities (Members' Allowances) (England) Regulations 2003.

### Recommendations to Council

2. That Council considers the Independent Remuneration Panel's report and decides what action it wishes to take on the Panel's recommendations for a new Scheme of Members' Allowances.

### Reasons for recommendations

3. Council must have regard to recommendations of the Independent Remuneration Panel if it wishes to make a new Scheme for members' remuneration or amend the existing Scheme.

### Other options considered and rejected

4. It is for Council to consider if they wish to accept or reject the Panel's recommendations, in whole or in part.

# Agenda Item 13

## Corporate priorities

5. The report relates to the following corporate priorities:

<b>An exemplary council</b>	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

## Background to the report

6. The Council is required under paragraph 20 of the Local Authorities (Members' Allowances) (England) Regulations 2003 to appoint and maintain an Independent Remuneration Panel, to review and make recommendations to the Council on the Members' Allowances Scheme.
7. The Council can choose whether or not to implement those recommendations.
8. The members of the Independent Remuneration Panel were appointed by the Council in July 2021.
9. The current Members' Allowance Scheme was approved at the Council in September 2015. The regulations state that every 4 years a review of the scheme should be undertaken. This review was delayed by the COVID pandemic; however it has now been completed.

## Requirements and current Scheme

10. The Regulations state that each Authority must make a Scheme which includes a Basic allowance and Special Responsibility Allowances (SRA) for special responsibilities. The current Scheme includes a schedule of allowances which the Council pays to its Elected Members.
11. A scheme may also provide for:
  - Dependants' carers' allowance
  - Travelling and subsistence allowance
  - Co-optees' allowance

## Climate change and air quality

12. This report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

## Equality and diversity

13. There are no equality and diversity implications arising from this report.

## Risk

14. There are no risks arising from this report.

# Agenda Item 13

## Comments of the Statutory Finance Officer

15. The additional costs of the recommended changes are £7,262 which can be managed within existing budgets. The increase reflects the following recommendations of the Panel:

- Lead Members - 3 X £1500;
- 1 X Deputy Leader of the Opposition £1500;
- 1X Leader of a Small Group £1000;
- Increase in SRA for 1 X Licensing and Public Safety Committee – from £3,491.85 to £3,753.72

## Comments of the Monitoring Officer

16. There are no issues of concern to raise from a Monitoring Officer perspective. Clearly proper procedures have been followed in this instance. It is a matter of discretion for Council to decide on what action it wishes to take in respect of the Panel's recommendations.

## Background documents

Local Authorities (Members' Allowances) (England) Regulations 2003.

## Appendices

Report of the Independent Remuneration Panel

Report Author:	Email:	Telephone:	Date:
Clare Gornall (Democratic and Member Services Officer)	clare.gornall@southribble.gov.uk		3 May 2022

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# Report of the Independent Remuneration Panel

## Review of Members' Allowances for South Ribble Borough Council

April 2022

### MEMBERS OF THE INDEPENDENT REMUNERATION PANEL

<b>Peter Hyett: Retired</b> , Former Group Finance Director of UCLAN	<b>Charles Hadcock:</b> Contemporary Sculptor and Director at Roachbridge Mill
<b>Jeremy Hartley:</b> Group Managing Director, Eric Wright Group	<b>David Holmes:</b> Operations and Technology Director, Air Sector, BAE Systems

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## 1. Purpose of the Independent Remuneration Panel

The Independent Remuneration Panel was established under the Local Authorities (Members' Allowances) (England) Regulations 2003 to formulate and recommend to the Council a revised scheme of allowances for elected members that would reflect their duties and responsibilities under the Council's Constitution.

## 2. The Panel

**Peter Hyett:** Peter is retired, and formerly a Group Finance Director at UCLan. He was previously Finance Director at Liverpool John Moores University. He has also worked in Local Government, the NHS and a New Town Development Corporation. He held board level positions in local, regional and national HE related companies/charities. He represented HE/FE on LCC Pension Committee.

Since retiring he has been made an Honorary Fellow of Uclan, been on the board of trustees of a number of education related charities in the north west and sits as an independent adviser on the Finance and the Investment committees of the Lancaster RC Diocese.

**Charles Hadcock:** Contemporary Sculptor and Director Roachbridge Mill Limited

Charles Hadcock is a contemporary sculptor. He has lived in Lancashire for the last 20 years having relocated from London. He specialises in making large scale, cast metal sculpture. His work features in collections around the UK, Europe and internationally.

In 2001 Charles purchased the ex-North West Water Authority building in Preston to house his sculpture studio and in the surplus space he designed and built the award winning Watermark Art and Design complex. In 2004 he built a second office complex, The Benchmark, which is adjacent to The Watermark.

In April 2007 he was a recipient of the Queens Award for Enterprise Promotion.

Charles is a director of Designbit Ltd t/a Roach Bridge Tissues. Together with his wife, Camilla, in 1999, they set up a specialist wrapping tissue paper printing company to continue her family's tradition of paper manufacture and merchanting, based at Roach Bridge Paper Mill, Samesbury since 1875. They continue to supply luxury and prestigious branded tissue paper to many of the high street shops across the country.

Charles is the Development Director of Edenbrace Ltd which owns the Roach Bridge Mill site. Taking advantage of the 18<sup>th</sup> century infrastructure already in place at Roach Bridge Mill, he developed and project managed the successful installation of a 230 KWH hydro electricity generating plant which has the capacity to supply power to the whole Roach Bridge Mill complex, allowing the products produced on site to have truly green credentials.

In 2019 Charles and Camilla set up a development company Mill Court (RoachBridge) Limited to build 8 homes on land opposite the Mill. The homes will complement the long term development plans for the Roach Bridge Mill site which include a multi occupancy office building and further workshops and industrial units.

The stone built homes are of a traditional character and will be constructed using local and Made in Britain manufactured materials and products.

**From 2003 - 2018 Hadcock** was the **Chairman of Creative Lancashire**, a public and private sector initiative to encourage and support all the creative industries in Lancashire.

In 2014 he was commissioned as a Deputy Lieutenant of Lancashire and in 2018 he was Appointed Honorary Colonel of the Lancashire Army Cadet Force.

### **Jeremy Hartley: Eric Wright Group**

Jeremy was appointed as managing director in 2011. He has 24 years' experience working for the Group, having previously been group finance director with responsibility across the entire portfolio. He spent his earlier career in senior roles with PWC. Jeremy is a director of all three Eric Wright Group NHS LIFTCos; a director of the Blackpool Local Education Partnership and Relationship director for the Lancashire County Council Regeneration Property Partnership. In addition to this he sits on the board of divisions within the Group which undertake the following:

- Construction
- Civil Engineering
- Water Infrastructure
- Facilities Management
- Commercial and Residential Property Development
- Health and Care Partnerships

Jeremy is involved in all aspects of the Group's activities supporting development of the business and heads up an experienced cross divisional management team. He manages the relationship with the Eric Wright Charitable Trust, which owns the Group, ensuring that the business achieves its wider objectives to support the Trust's strategy.

His skills and experience include public and private sector partnering under long term agreements; knowledge of a range of complex procurement procedures and commercial structures; understanding of changes in funding markets and ability raise funds at competitive rates; successful leadership of business development into new areas or via more complex JV partnering arrangements.

### **David Holmes: Operations and Technology Director, Air Sector, BAE Systems**

Dave started his career with British Aerospace in 1984 as an Apprentice, has been with the Company for over 30 years and has undertaken a variety of roles across a number of sites in the United Kingdom (UK) and worked with international partners, suppliers and customers across the globe.

Currently, Dave is the Operations and Technology Director for the Air Sector within BAE Systems. This role covers the functional responsibility for Operational activities (Manufacturing, Quality, SHE and Facilities Management) within the Air Sector spanning people, process, systems, governance and physical activities.

In conjunction with academic institutes and Government bodies, Dave also leads the businesses undertaking in transitioning Air Sector technology from development through to deployment across the business for the next generation of BAE Systems air vehicles and services.

In 2010 Dave received the Be Inspired Business Award (BIBA) Business Person of the Year award, the Royal Institution of Chartered Surveyors (RICS) North West award for Design & Innovation and the North West Regional Development Agency award for Best Practice, the latter two being for the site master plan and developments at BAE Systems Samlesbury site.

Additionally, Dave represents the business on a number of external forums including the local Chamber of Commerce and Economic Partnership Board, as well as being the President of The Welding Institute. He is also a Fellow of the Royal Aeronautical Society, Fellow of the Institution of Engineering and Technology, Fellow of the Society of Operations Engineers, Fellow of The Welding Institute and a Fellow of the Institution of Plant Engineers.

Moreover, Dave was awarded an OBE for Services to Manufacturing in the Aerospace Sector in the Queen's Birthday Honours in 2020.

Assisted By:

Darren Cranshaw – Scrutiny and Democratic Services Shared Services Lead  
Clare Gornall – Democratic and Member Services Officer

### **3. Terms of Reference**

To propose a scheme of members' allowances that is simple to operate and easy to understand by the public, and in particular to make recommendations on the following:

1. The amount of basic allowance which should be paid to members of the council.
2. The duties in respect of which members should receive a special responsibility allowance, and the amount of such an allowance.
3. The amount of travelling and subsistence allowance and whether the scheme should include allowances for arranging the care of members' children or dependants, and the amount.
4. Any other relevant elements of the scheme.
5. When the scheme should be reviewed.

### **4. Background**

The Council is required under paragraph 20 of the Local Authorities (Members' Allowances) (England) Regulations 2003 to appoint and maintain an Independent

Remuneration Panel, to review and make recommendations to the Council on the Members' Allowances Scheme.

The Council can choose whether or not to implement those recommendations.

The members of the Independent Remuneration Panel were appointed by the Council in July 2021.

The current Members' Allowance Scheme was approved at the Council in September 2015. A review of the scheme should be undertaken every four years. The review has been delayed due to the COVID pandemic.

## 5. Current Members Allowance Scheme 2022/23 (as of April 2022)

The existing Scheme (as of April 2022\*\*) can be summarised as follows:-

<b>ANNUAL ALLOWANCE</b>	<b>£</b>
Basic	4,911.01
Travel and Subsistence	407.57

### Annual Special Responsibility Allowances

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

<b>BODY</b>	<b>OFFICE*</b>	<b>ALLOWANCE</b>
		£
Council	Leader	15368.83
Council	Deputy Leader	4,948.75
Cabinet (5 members)	Member	6,412.27
Scrutiny Committee	Chairman	3,753.72
Planning Committee	Chairman	5,495.76
Standards Committee	Chairman	572.55
Licensing and Public Safety Committee	Chairman	3,491.85

My Neighbourhood Area	Chairman	3,753.72
Governance Committee	Chairman	3,753.72
Minority Group	Leader of largest Opposition Party	4,948.74

\* When a member holds more than one of the offices under the existing scheme, he or she is entitled to receive the allowance for each of the offices held.

\*\* Please note that the above reflect the updated figures following the recently agreed National Joint Council Pay Award for employees which had also been applied to councillor allowances in accordance with Scheme. Throughout the course of the review, the Panel have used the 2021/22 Scheme as a comparator with other authorities.

## 6. Evidence

During the course of the review we gathered a range of evidence which consisted of the following:

- Current Scheme for the payment of members' allowances
- The council's decision making structure
- The roles and responsibilities of councillors
- Interviews with the Council's three Group Leaders
- Comparative information with various Lancashire authorities
- The current Scheme of members' allowances compared to the average cost of allowances of the three Lancashire authorities with a similar population size (Chorley, West Lancs and Wyre).
- Interviews with the three recently created Lead Member posts

The three Leaders of the Political Groups on the Council were invited to make representations to the Panel on the roles and responsibilities of elected members and those roles attracting a Special Responsibility Allowance.

The three Lead Members were also invited to make representations to the Panel on their recently created and evolving role.

## 7. Methodology

The Panel met three times during the period from October 2021 to April 2022. Our meetings were held in private session so as to enable the Panel to hold discussions and interviews in confidence. As the 2015 review had been extensive and wide ranging we decided not to take an overly prescriptive approach to this review but to examine the current Scheme's fitness for purpose and if any roles and responsibilities had changed, or been added, since the previous review. The information and evidence gathered could then be taken as a sound basis on which to base this Panel's recommendations.

Our activity fell into five parts:

- Examination of the previous Panel's report to Council
- Review of the current allowances scheme
- Analysis of allowances paid in other comparator local authorities and other relevant information
- Interviews with Group Leaders
- Interviews with Lead Members
- Formulation of conclusions and recommendations.

It is from these processes and deliberations that we arrived at the recommendations set out in this report.

## **8. Meetings of 22 October 2021, 19 November 2021, and 26 April 2022**

### Meeting of 22 October 2021

At our first meeting, we considered our approach to the review. As indicated above it was noted that the 2015 review had been extremely robust and comprehensive, with a number of recommendations to amend the Scheme to bring it in line with other comparative local authorities. We therefore felt confident that the report of that review and its findings was an extremely useful benchmark for the purposes of the present review.

We examined a copy of the 2021-22 Allowances Scheme, which of course had been updated in accordance with the annual updated payments for the basic allowance, travel and subsistence allowance and Special Responsibility Allowances in accordance with the Scheme approved in 2015.

We also noted that at its meeting on 27 January 2021, the Council agreed an amendment to the current Member Allowances Scheme i.e. a Special Responsibility Allowance of £1500 for specified lead member roles, subject to approval by the Independent Remuneration Panel. The Panel noted that this recent amendment would also form part of its wider review of the Scheme.

Following discussions of the information presented at our initial meeting, we also requested the following information and actions:-

1. Comparative data from Lancashire authorities to include updated allowances data from Chorley, West Lancs and Wyre, with averaged figures
2. To explore the feasibility of using the Scheme to promote the green agenda and incentivise electric car use via two tier travel allowance
3. To include data from other Local Authorities for comparative roles to Lead Members
4. Role descriptions for Cabinet and Chairs responsibilities
5. Which of the above roles have changed / stayed the same
6. Calendar of Meetings 2021/22 and comparative frequency of meetings for each Committee attracting a Special Responsibility Allowance
7. To hold interviews with the three Group Leaders
8. To hold interviews with the three Lead Members

## Meeting of 19 November 2021

The Panel interviewed each of the three Group Leaders were separately –

Councillor David Howarth – Liberal Democrat Group Leader

Councillor Paul Foster – Leader of the Council and Labour Group Leader

Councillor Karen Walton – Conservative Group Leader and Leader of the Opposition

### **Summary of Key points made by Group Leaders at Interview**

The key messages from those interviews were:-

#### **Basic allowance**

- The current rate is not really acting as an incentive to become a councillor, however neither should it be a disincentive. At the moment it can discourage some potential candidates e.g. if in receipt of welfare benefits (such as working tax credits) - it may be deducted if you receive an allowance for being a councillor.
- It is difficult to attract single mothers, working families, (due to caring responsibilities), younger people and generally more diverse sections of the community to ensure they are represented. Tends to be retired, affluent people who stand for election.
- Employees are entitled to time off for duties but it depends on how supportive an employer is in this regard. One comment was that it was only possible to fulfil their role because they were running their own business.
- Support for increase in line with staff pay increase (currently in the Scheme).

#### **Special Responsibility Allowances –**

- Stacking (claiming multiple SRAs) is allowed under the current Scheme but not all groups encourage this. Group leaders decide who is most appropriate to appoint in terms of capability. Appointments are politically motivated; opposition groups are not normally granted Chairmanships. However, it was felt that Chairs do take their role and responsibilities very seriously.
- A lot of work in between meetings for Planning and Licensing Committee Chairs. Due to the recent changes to Scrutiny there is an increased number of meetings.
- The Panel may wish to consider paying a meeting day rate to Vice Chairs of Committees who are required to Chair on occasion. If the Panel were to consider an SRA for Committee Vice Chairs – perhaps this should be the same as Lead Members.

#### **Leader of the Opposition**

- Attends Council and Cabinet meetings in the role to hold administration to account

- Regular briefings with Chief Executive on business of the Council, read reports, asks questions of council officers
- Is required in Civic offices most days.
- It was noted by the Panel that currently the Deputy Leader of the Opposition does not receive an allowance, but would be expected to deputise for the above duties as and when required.

#### Group Leaders Allowance

- At present only the Leader and Opposition Leader receive an allowance. Leaders of smaller groups do not. In the case of the current political circumstances where there is a “confidence and supply” arrangement between the ruling group and a smaller group, the Leader of the smaller group spends increased time and resources as part of that collaborative arrangement e.g. attending meetings, policy briefings etc.
- This view was not unanimous, for example the current Leader of a Small Group already receives an SRA for being Scrutiny Chair. There was support for Leader of Small Groups receiving an allowance but must be proportionate.

#### Lead Members

- The figure £1500 has been calculated using the formula Cabinet allowance divided by 3. The lead members do get officer support, but more officer resource allocated for members of Cabinet.
- An example of the work of Lead Members was the recent annual report of Cllr Alty, the Lead Member for Equality and Social Justice
- The intention is for Lead Members to ‘gain momentum’ – each is mentored by a Cabinet Member. Ideally the appointed members to retain their roles for the time they remain on the Council.
- Each Lead Member influences policy and feeds into the Corporate Priorities of the Council.
- Distinct difference compared to Member Champions – the Member Champions are appointed as the Council rep on an existing group/organisation
- Not all Group Leaders felt the allowance for Lead Members is justified. They are valuable roles, however other members volunteer for example to be on Scrutiny Task Groups for no extra money.

#### Carers / dependants allowance –

- To make the allowances more inclusive i.e. carers of dependants with special needs or elderly relatives.



- Need to be mindful of an ageing society – there will be more people looking after elderly relatives – need to be considering how we respond to this social change – future proofing.
- It was noted currently there are no childcare facilities in the Civic Centre Offices.
- Feel there is a lack of support for childcare/ dependants. The Council does try to have meetings in the evening, but that creates issues too.
- Early in the pandemic, Government changed legislation to allow Local Authority meetings to be held virtually / hybrid. In May 2021 this capability was removed\*. Feel this should be re-introduced.

\*i.e. members of the decision-making body must attend in person in order to vote

### **Travel Allowance**

- Group leaders had varying views on this. One group had no issues and felt it was greener to walk or cycle to the Civic Centre for meetings. Others felt the current flat rate put members travelling to the Civic Centre from wards farther away in the borough at a financial disadvantage.

### **Meeting of 26 April 2022**

The Panel held interviews with the three Lead Members:-

Cllr Keith Martin – Lead Member for Climate Change

Cllr Matthew Trafford – Lead Member for Youth and Mental Health Awareness

Cllr Jacky Alty – Leader Member for Social Justice and Equality

Each member had a different approach to their respective Lead Member roles, however each brought their unique passion and enthusiasm to the individual portfolios.

All the Lead Members were expected to conduct extensive reading and research specific to their area of responsibility, be fully briefed by officers internally and keep up to date with policy developments at a local, regional and national level. It requires a very broad range of knowledge, as the areas of responsibility often cut across several issues, and there is a very strong educational aspect to all the roles, communicating with a wide range of audiences, including other Council members, officers and members of the public. It also involves working with other local Councils.

Meetings are held regularly between the Lead Member and officers and also their relevant mentor within the Cabinet.

Aspects of the role described above often require attention on a daily, weekly and monthly basis.

Each Lead Member produces an annual report to Cabinet on their work over the last twelve months, which is often a rolling programme and includes monitoring of relevant performance indicators which are linked to the Corporate Plan.

Lead Members are therefore be in a position to speak with authority on the subject area and have a strong advisory role in actually influencing policy development via liaison with Cabinet Members and formal reporting to Cabinet meetings.

## **9. Findings and Conclusions**

### Lead Members

The Panel felt that the evidence given by the interviews with Lead Members showed that the roles required extensive reading and research, regular attendance at meetings, were subject to performance monitoring via reporting to Cabinet, the Corporate Plan and similar action plans, and performed a strong advisory role in influencing policy development.

The Panel concluded that the areas of responsibility were wide ranging, challenging, and very relevant to society both in the present and in the future. The roles were therefore sufficiently robust and would continue to remain relevant for years to come.

The Panel noted that the Special Responsibility Allowance had been set at £1500 and that it represented one third of the Cabinet Member allowance. The figure was closely aligned to the equivalent role at Chorley Borough Council, one of three key authorities the Panel used a benchmark for comparison.

Members agreed that this figure was a reasonable amount for the work undertaken by Lead Members.

### Vice Chairs of Committees

The Panel considered whether it was appropriate to introduce a Special Responsibility Allowance for Vice Chairs of Committees. The Panel considered the evidence given by Group Leaders, at which there was some support in principle for Vice Chairs receiving an allowance. However, as part of those same discussions no issues were raised in terms of Committee Chairs being unable to attend meetings and that in practice Vice Chairs had rarely been called upon to Chair meetings. Therefore, the Panel concluded that there was no evidence which justified the introduction of an allowance.

### Leader of Small Groups

The Panel considered whether it was appropriate to introduce a Special Responsibility Allowance for Leader of Small Groups. The Panel considered the evidence given by Group Leaders, at which there was support in principle for the introduction of an allowance. It was noted that at present the Leader of the Small Group was also the Chair of the Scrutiny Committee which also attracted a Special Responsibility Allowance.

The matter was examined carefully by the Panel and the evidence given regarding workload, number of meetings and influence on policy arising from the present political arrangements at South Ribble.

They concluded that, whilst acknowledging the the point made about the potential to attract two Special Responsibility Allowances as with the current postholder, this would not always be the case. The Panel recognised that the two roles of Chair of the Scrutiny Committee and the Leader of Small Group were distinct and attracted different workloads.

It was noted that Chorley Borough Council did pay an allowance of £1040.25 for the equivalent role. However, at Chorley a small group was defined as 2- 5 members (Chorley has 42 Council members in total). The Panel were concerned that at South Ribble, with 50 council members, this was not proportionate and in future years may give rise to anomalies. The Panel therefore recommended the introduction of an allowance of £1000 for Leader of a Small Group, which was comparable to the Chorley's, however that a Small Group be defined as 10% or greater of the total number of councillors (currently this is 5).

#### Deputy Leader of the Opposition

During its analysis of the comparative data the Panel noted the lack of an allowance paid to the Deputy Leader of the Opposition. The role of the Leader of the Opposition, which would sometimes need to be deputised, was substantial and discussed in depth at the interview with the Opposition Group Leader. The Panel noted in its analysis that the Deputy Leader did not attract an allowance and that this represented an anomaly within the Scheme.

The Panel felt that for the reasons explained above this anomaly within the Scheme should be addressed and therefore recommend that an allowance of £1500, comparable with equivalent role at Chorley and West Lancs, be introduced.

#### Licensing and Public Safety Committee

The Panel noted during their analysis of the current Member Allowances Scheme that there was a slight anomaly in that the allowance for Chair of the Licensing and Public Safety Committee was slightly less than that of other Chairs such as Governance Committee, Scrutiny Committee and My Neighbourhood Hubs. The Panel noted that Licensing was a regulatory function and evidenced from the data regarding the the number of meetings held in recent years, the number of meetings in this area of responsibility, (including that of the Licensing Panel for example) had increased. The Panel therefore concluded that in order to ensure parity with other Committee Chairs and to ensure this responsibility is recognised, this allowance be increased to £3,753.72.

#### Carers' Allowance

It was noted that payment of a carers / dependents allowance was payable under the current Scheme, but that arising from discussions with Group Leaders, members

were not necessarily aware of it. The Panel therefore concluded that this be made visible within the Scheme and that awareness be raised with members.

### Green Agenda – Travel Allowance

Mindful of the Climate Change agenda, the Panel wanted to explore the feasibility of using the Scheme to promote the and incentivise electric car use via two tier travel allowance.

Upon further investigation, it emerged that due the flat rate nature of the existing travel allowance, this could not easily be incorporated into the Scheme.

However, members noted that with the recent COP26 and climate change policies emerging in many public sector organisations, it may be possible for the Lead Member for Climate Change to help develop a policy in future years, which can incorporated into the Scheme, prior to the next review. If that were possible, the Panel would recommend that such an amendment to the Scheme be recommended to Council.

### Basic Allowance

The Panel considered the current level of the basic allowance. The Panel felt that, having analysed the comparative data particularly with Chorley, West Lancs and Wyre, that the basic allowance had kept in line with other authorities following the introduction of updating in line with National Joint Council Pay Award for employees in the 2015 review.

It was noted that currently the basic allowance at South Ribble was one of the highest, however this was for the reason mentioned above especially as a national pay award had recently been agreed for employees and subsequently uprated for 2022/23 Scheme. In the Panel's view, this could be subject to change in current economic climate and therefore concluded that the basic allowance remain unchanged.

## **10. Draft Recommendations**

i) Annual Basic Allowances

That the basic allowance for Members should be £4,911.01.

ii) Special Responsibility Allowances

That there should be Special Responsibility Allowances for the following roles at the level of remuneration indicated:

:

BODY	OFFICE*	ALLOWANCE
		£
Council	Leader	15368.83

Council	Deputy Leader	4,948.75
Cabinet	Member	6,412.27
Scrutiny Committee	Chairman	3,753.72
Planning Committee	Chairman	5,495.76
Standards Committee	Chairman	572.55
Licensing and Public Safety Committee	Chairman	<b>3,753.72</b>
My Neighbourhood Area	Chairman	3,753.72
Governance Committee	Chairman	3,753.72
Minority Group	Leader of largest Opposition Party	4,948.74
<b>Deputy Leader Minority Group</b>	<b>Deputy Leader Largest Opposition Party</b>	<b>£1500</b>
<b>Leader of Small Group</b>	<b>Small Group = 10% of total no. of councillors</b>	<b>£1000</b>
<b>Lead Member</b>	<b>Roles as agreed by Council</b>	<b>£1500</b>

iii) Co-Optees Allowances

That Co-optees should not be paid an allowance, but be paid reasonable out of pocket expenses.

iv) Dependents Carers' Allowance (Children Or Dependents)

To retain the arrangements under the current Scheme, which are that a dependent carers' allowance be paid when expenditure is actually incurred for attendance at Council and Committee meetings and the allowance be actual cost up to a maximum of the Carers Allowance. The allowances are only payable subject to the production of receipts and where care is provided by a registered social care provider, nursery or childminder.

That all members of the Council should be made aware of this aspect of the Scheme and clearly visible within the Scheme.

v) Travel & Subsistence Allowances

That an annual allowance of £ 407.57 be paid for out of pocket expenses which is uprated in accordance with the Consumer Price Index as per the current Scheme.

vi) Green Travel Allowance

That the Lead Member for Climate Change be requested to explore the possibility of incorporating an incentive into the Scheme to promote “green” travel. The Panel supports and endorses such amendment to the Scheme and that it be recommended to Council for approval prior to the next review.

vii) Suspension of a Councillor

That in the event of a Councillor being suspended the payment of the allowance should be suspended for the same period.

viii) Other Recommendations

- a) That the Basic Allowance and the Special Responsibility Allowances continue to be updated in line with National Joint Council Pay Award for employees and that the Travel and Subsistence Allowances be uprated on an annual basis with effect from 1<sup>st</sup> April in line with the Consumer Price Index (CPI) as published for the preceeding February.
- b) That the Lead Member allowance be backdated to the date of Council the roles were first created;
- c) That an Independent Remuneration Panel be convened every four years to coincide with Council’s electoral cycle in order that it can advise on any necessary changes to the Scheme or on those occasions when there are any substantial changes to the Council’s decision making structure.

## 11. Comments of the Panel

The Panel makes these recommendations based on what it considers to be fair and proportionate under the current Scheme.

The Panel were mindful in their deliberations of the current economic climate and the challenges ahead for local government and for their residents in terms of the increasing cost of living.

In respect of the total cost to the Borough of the proposed new scheme given that the recommendations add to the cost of member allowances, however, the Panel’s terms of reference did not include an explicit need for a consideration of costs and therefore it did not consider the cost implications of the recommendations because affordability of the Scheme was a matter for the Council.

## **12. Implementation**

We noted that under the Local Authorities (Members' Allowances) (England) Regulations 2003 there is provision for the backdating any amendment of the scheme to the beginning of the year in which it is implemented. However, we believe that the timing of the implementation of any of the Panel's recommendations is wholly a matter for the Council and therefore we make no recommendations on it.

## **13. Thanks of the Panel**

We ask that our thanks be expressed to all those who have assisted us gathering together the evidence necessary for us to reach our conclusions.

## **14. Appendices / Supporting Documents**

Appendix 1 Comparative data with Lancashire authorities including with Chorley, West Lancs and Wyre

Appendix 2 The Report of the previous Panel

Appendix 3 The current Members Allowances Scheme

## **15. Supporting Documents available from Democratic Services**

Roles and responsibilities of Committees and Cabinet

Roles and responsibilities of Lead Members

Frequency of meetings held 2018-19, 2019-20, 2020-21, 2021-22

Calendar of Meetings 2021-22

Comparative Information with various Lancashire Authorities

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# Appendix 1

2021-22 Allowances Schemes	Chorley 2021 (from website)	West Lancs 1.4.21 (from website)	Wyre	Average (Chorley, West Lancs, Wyre)	Fylde	Preston	Ribble Valley	Average (all)	SRBC current	Difference
Population	119,522	114,496	113,067	115,695	81,211	144,147	62,066	<b>100,780</b>	111,086	
Number of Elected members	42	54	50	49	51	48	40	<b>47</b>	50	
Basic Allowance	4,775	4,842	4,467	4,695	4,000	4,357	3,818	<b>4,217</b>	4,827	609
Leader	14,409	12,105	17,868	14,794	10,625	9,651	15,272	<b>12,586</b>	15,105	2,519
Deputy	4,461	7,263	2,234	4,653	3,190	7,015	9,545	<b>6,101</b>	4,864	-1,237
Leader of opposition	7,395	3,389	715	3,833	34	3,921	7,636	<b>3,856</b>	4,864	1,008
Deputy Leader of opposition	2,081	1,694		1,888				<b>1,888</b>	0	-1,888
Cabinet/Exec members	4,775	4,842	8,934	6,184		5,490	5,727	<b>5,800</b>	6,302	502
O&S Chair	4,775	2,421	6,701	4,632		3,267		<b>3,950</b>	3,689	-261
O&S Vice Chair	1,592			1,592				<b>1,592</b>	0	-1,592
Regulatory Chair (Dev.Cont/Planning)	3,232	4,842	6,701	4,925	4,250	3,921	7,636	<b>5,183</b>	5,401	218
Regulatory Chair (Licensing)	3,232	2,421	4,467	3,373	1,725	1,960	5,727	<b>3,196</b>	3,432	235
Regulatory Vice Chairs (Dev Cont/Planning)	1,592			1,592	2,125		1,092	<b>1,603</b>	0	-1,603
Audit/Accounts/Governance (Chair)	1,909	2,421	3,574	2,635	3,450	1,960		<b>2,682</b>	3,689	1,008
Standards			4,914	4,914		1,960	5,727	<b>4,200</b>	563	-3,638
Area Forum / My Neighbourhood Hub Chairs								<b>n/a</b>	3,689	
Lead Member	1,592			1,592				<b>n/a</b>	1,500	-92
Basic allowance per councillor per resident	£1.68	£2.28	£1.98	£1.98	£2.51	£1.45	£2.46	£1.96	£2.17	£0.21
Basic allowance per councillor per resident 2015	£1.92	£2.36	£1.97	£2.08					£2.03	

# Appendix 1

2021-22 Compare to Chorley, West Lancs, Wyre - similar population	Average (Chorley, West Lancs, Wyre)	SRBC current	Difference
Population	115,695	111,086	
Number of Elected members	49	50	
Basic Allowance	4,695	4,827	132
Leader	14,794	15,105	310
Deputy	4,653	4,864	211
Leader of opposition	3,833	4,864	1,031
Deputy Leader of opposition	1,888	0	-1,888
Cabinet/Exec members	6,184	6,302	118
O&S Chair	4,632	3,689	-943
O&S Vice Chair	1,592	0	-1,592
Regulatory Chairs (Dev.Cont/Planning)	4,925	5,401	476
Regulatory Chairs (Licencing)	3,373	3,432	58
Regulatory Vice Chairs (Dev.Cont/Licencing)	1,592	0	-1,592
Audit/Accounts/Governance (Chair)	2,635	3,689	1,055
Standards	4,914	563	-4,351
Area Forum Cttee Chairs	0	3,689	3,689
Lead Member	1,592	1,500	-92
Basic allowance per councillor per resident	£1.98	£2.17	£0.19
Basic allowance per councillor per resident 2015	£2.08	£2.03	-£0.05

# Appendix 1

## Additional Information

	Chorley	West Lancs	Wyre	South Ribble	Fylde	Preston	Ribble Valley
Leader of a Small Group	£1040.25 (between 2 and 5 members)	0	(n/55) x Basic Allowance, where n= no. members in a Group of two or more members	0	£34 per group leader	3,921 minimum of 6 Group Members	0

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**REPORT OF THE INDEPENDENT  
REMUNERATION  
PANEL ON MEMBERS'  
ALLOWANCES FOR  
SOUTH RIBBLE BOROUGH  
COUNCIL**

**SEPTEMBER 2015**

**MEMBERS OF THE INDEPENDENT REMUNERATION PANEL**

<p><b>Peter Hyett:</b> Former Group Finance Director of UCLAN</p>	<p><b>Anne Selby:</b> Chief Executive, The Wildlife Trust (Lancashire, Manchester and Merseyside)</p>
<p><b>Julie Thornhill:</b> General Manager, Waitrose Regional Distribution Centre (Leyland)</p>	<p><b>Ian Wood:</b> BAE Systems' Samlesbury Site Director</p>

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## 1. PURPOSE OF THE INDEPENDENT PANEL

The Independent Panel was established under the Local Authorities (Members' Allowances) (England) Regulations 2003 to formulate and recommend to the Council a revised scheme of allowances for elected members that would reflect their duties and responsibilities under the Council's Constitution.

## 2. THE PANEL

**Peter Hyett:** Retired. Formerly Group Finance Director Uclan. Previously Finance Director Liverpool John Moores University. Worked also in Local Government, NHS and New Town Development Corporation. Held board level positions in local, regional and national HE related companies/charities. Represented HE/FE on LCC Pension Committee. Currently holds a number of pro-bono positions in education related charities

**Anne Selby:** Has served as Chief Executive of the Wildlife Trust for Lancashire, Manchester and Merseyside, for over 20 years. She chairs Greater Manchester Local Nature Partnership and is a member of the Low Carbon Hub Board. She is a Fellow of Myerscough College and has served as a Board Member of the North West Development Agency, the Heritage Lottery Fund Regional Committee, European Programme Monitoring Committees and numerous environmental advisory roles (statutory and non statutory). Her early career included work in local government (in tourism and later in planning), British Waterways and the City Farm Movement.

**Julie Thornhill:** Held a number of senior positions in distribution for the discounters (Aldi and Lidl) and over the past 15 years for Waitrose including Site Management, Contract Management and Project Management. Currently General Manager at Waitrose Regional Distribution Centre in Leyland since June 2014.

**Ian Wood:** Operations Director for Combat Air and Site Director BAE Systems, Samlesbury. Held a number of senior positions within BAE Systems including Production, Project Management, Quality Management and Site Management. Currently a Director of LANPAC (Lancashire Partnership against crime) and previously held board positions on a number of Partnerships requiring public and private sector collaboration.

Assisted By:

Martin O'Loughlin – Democratic Services Manager

Dave Lee – Democratic Services Officer

## 3. TERMS OF REFERENCE

To propose a scheme of members' allowances that is simple to operate and easy to understand by the public, and in particular to make recommendations on the following:

1. The amount of basic allowance which should be paid to members of the council.
2. The duties in respect of which members should receive a special responsibility allowance, and the amount of such an allowance.

3. The amount of travelling and subsistence allowance and whether the scheme should include allowances for arranging the care of members' children or dependants, and the amount.
4. Any other relevant elements of the scheme.
5. When the scheme should be reviewed.

#### **4. CONTEXT**

We commenced our task bearing in mind the following:

The present Members' Allowances Scheme was made after the first Independent Remuneration Panel's recommendations were submitted to the Council on 3 July 2002 and came into force on 5 May 2003.

The first Independent Remuneration Panel's recommendations were arrived at a time when the new regulations for members' remuneration were in their infancy and the amount and quality of comparative data from other local authorities were limited.

Those recommendations made were based on evidence gathered early in 2002, approximately 13 years ago.

In December 2007 a new Independent Panel was established to formulate and recommend to the Council a revised Scheme of allowances for elected members that would reflect their duties and responsibilities under the Council's Constitution. The Panel's report, which included its recommendations, was considered by the Council at its meeting on 10 September 2008. However the Council was unable to agree a way forward at that time and has since not made any substantial amendments to the Scheme..

No substantial changes had been made to the scheme to take into account of inflation rates, changes to structures, levels of responsibilities or the increasing availability of good quality comparative data since the Scheme was approved on 3 July 2002.

However in July 2009, based on the recommendations of the previous panel, some minor changes were made to some Special Responsibility Allowances and the recommendation that all allowances (SRA and basic) be updated on an annual basis in line with National Joint Council Pay Award for employees was implemented. (It was noted that during the period from 2010 the National Joint Council Pay Award for employees was only made in the years 2013 (1%) and 2015 (2.2%). In 2012 the allowance for travel and subsistence was increased from £100 to £350.



## 5. PRESENT MEMBERS' ALLOWANCE SCHEME

The existing Scheme can be summarised as follows:

<b>ANNUAL ALLOWANCE</b>	<b>£</b>
Basic	1,548.33
Travel and Subsistence	350

### ANNUAL SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

<b>BODY</b>	<b>OFFICE*</b>	<b>ALLOWANCE</b>
		Present £
Council	Leader	10,322.20
Cabinet	Member	5,161.10
Scrutiny Committee	Chairman	2,064.44
Planning Committee	Chairman	2,580.55
Standards Committee	Chairman	516.11
Licensing Committee	Chairman	2,064.44
My Neighbourhood Area	Chairman	2,064.44
Governance Committee	Chairman	1,032.22
Minority Group	Leader of largest Opposition Party	516.11

\* When a member holds more than one of the offices under the existing scheme, he or she is entitled to receive the allowance for each of the offices held.

## 6. THE EVIDENCE CONSIDERED

We reviewed and considered extensive evidence, that had been gathered by the previous panel which consisted of the following:

- Current Scheme for the payment of members' allowances
- The council's decision making structure
- The roles and responsibilities of councillors
- Comparative information with various Lancashire and other local authorities, recently compiled by Preston City Council for a similar exercise
- Comparative information used by Ribble Valley Borough Council and the report of that authority's Independent Remuneration Panel on members' allowances
- Information obtained from North West Employers in respect of the 2007/08 members' allowances in the North West districts

- Matrix in respect of the council's membership of committees/co-optees, independent and parish council members of the Standards Committee
- The council's Chartered Institute of Public Finance and Accountancy (CIPFA) comparators'
- Members' allowances effect on benefits
- Information on the Councillors Commission and the 2006 Census of Councillors
- Results of the Panel's 2008 (SRBC) Members' Allowances Survey
- Outcome of the interviews with the borough council's Chief Executive and the two group leaders
- Outcome of consultaion with Focus Groups/Citizens' Panels
- Results of the public views received through press release and the council's website
- Results of a mini Survey carried out with a cross section of (SRBC) members (out of pocket expenses – petrol, phone and postage costs etc)
- The current Scheme of members' allowances compared to the average cost of allowances of the council's (CIPFA) comparators
- Representing the future: The report of the Councillors Commission
- National Census of Local Authority Councillors 2006

We gathered further evidence on the current levels of remuneration for the Lancashire local authorities and on the potential impact of inflation and the National Joint Council Pay Award for employees on the last Panel's recommendations.

The three Leaders of the Political Groups on the Council were invited to make representations to the Panel and the the Leader of the Council and the Leader of the Labour Group were interviewed by the Panel.

The views of all Councillors were also sought and representations were received from seventeen members.

We sought the views of the public via a consultation page on the Council's web site and received one response.

## **7. METHODOLOGY**

We met four times during the period July 2015 to September 2015. Our meetings were held in private session so as to enable the Panel to interview Members and Officers in confidence. At the outset we decided not to take an overly prescriptive approach to the review but to review the validity of the findings of the last Panel and to establish if those findings were flawed in any way or could be taken as a sound basis on which to base this Panel's recommendations.

Our activity fell into five parts:

- Review of the previous Panel's research and findings
- Review of the current allowances scheme, allowances paid in other comparator authorities and copies of the regulations and statutory guidance.
- Interviews with Members and Officers of the Council.
- Consideration of existing members', and the public's, views via consultation.
- Formulation of conclusions and recommendations.

It is from these processes and deliberations that we arrived at the recommendations set out in this report.

## **8. CONSULTATION**

Our consultation is summarised as follows:

- Interviews with two of the borough council's three political group leaders
- 2015 Member's Allowances Survey of Lancashire Authorities
- Consultation with elected members via e-mail
- Public consultation through the council's website

## **9. FINDINGS**

We sought to establish in initial discussions with the three political group leaders, the CEO and the other support officers why the previous Panel's recommendations were not implemented and whether the work and findings of the previous Panel was considered to be valid.

No evidence was found, that in any way' put into question the work or the findings of the previous Panel. In fact we felt that the previous Panel's work was thorough, detailed and wide ranging.

We found that the non implementation of the recommendations of the previous Panel was mainly due to timing and political considerations.

We did however recognise that things have not remained static since 2009 and have in our recommendations taken into account the changes to the roles of Chairs of My Neighbourhoods, Governance and Standards Committees. We have also taken note of the impact of the implementation of the Local Government Boundary Commission's recommendation for the reduction of the number of councillors from 55 to 50 and to the increasing workload on councillors from increased community working.

## **10. CONCLUSIONS**

We have concluded like the previous panel that the current Scheme is substantially out of line with the average total allowances paid by the other Council's across Lancashire and nationwide. It is also out of line with its Lancashire neighbours with a similar population size. The current Scheme is also out of date, as it has not been amended since it was approved in 2002 and only updated for inflation on two occasions (in 2013 1% and 2015 2.2%) during this period.

We feel that the evidence the previous Panel gathered and our on research demonstrated that the main issue with the current Scheme was the Basic Allowance, which is the lowest in the country,

We concurred with the previous Panel that the guiding principles in devising a Scheme should be to develop a scheme of allowances that is not in its own right an incentive to

participate in public life but one which removed barriers for those who would otherwise refrain from participating in public life;

We concluded that the current level of basic allowance is the single issue that was consistently highlighted in all the evidence, including from the comparative data, the members' survey and from the interviews and consultation. We have therefore addressed this issue first and concluded that the level should be as near as possible to the average basic allowances paid by Lancashire neighbours with a similar population size. A table showing the comparisons is attached as an Appendix.

We also reviewed the Special Responsibility Allowances and concluded that the level should also be as near as possible to the average basic allowances paid by Lancashire neighbours with a similar population size. We also believe that they should be amended to ensure that they are more fairly based on the current workload and responsibility levels of each of the roles.

We noted that in other authorities Members' Allowances Schemes it was common practice for Deputy Leaders to receive SRA's and we have therefore recommended a figure for a Deputy Leader if the Council is minded to create a SRA for a Deputy Leader.

We noted that in other authorities Members' Allowances Schemes there were SRA's for Deputy Leaders of the Opposition but as this was not universal we have not recommended this, however, if the Council was minded to consider this we would suggest it should be on the same proportion as Deputy Leader to the Leader of the Council.

We noted and accepted the evidence presented that the SRA for the Chair of Planning Committee is justifiably higher than other Chairs because of the higher workload due to frequency of meetings, site visits and the impact of City Deal and this is reflected in our recommendations.

We noted and accepted the evidence presented that the roles of the Chair of Scrutiny and Governance Committees varies from authority to authority and consequently the level of SRA varies accordingly. In order to maintain our overarching conclusion that the level's of SRA's should be as near as possible to the average basic allowances paid by Lancashire neighbours with a similar population size we averaged the combined total of both SRA's for Governance and Scrutiny Committees.

We noted and accepted the evidence that the Standards Committee rarely meets. We therefore have not recommended any change to the amount of this SRA and we do suggest that the justification for this SRA be re-considered.

With regard to expenses we considered that a system based on actual expenditure supported by receipts would provide an evidence base for expenses but would be over complicated and costly. Whilst the current fixed allowance scheme has its drawbacks in the context of the expenditure a councillor of SRBC may incur, it appears fair and reasonable and simple to administer. We also concluded that given the relatively recent uprating of this allowance to £350 and the fact that in our consultation this was not raised as an issue the current figure of £350 was about right.

We then addressed the evidence gathered in relation to the other issues the previous Panel considered and agreed with their conclusion that with regard to carers' allowances, including childcare expenses, that payment of these was on balance likely to remove

barriers to participation in public life for some segments of society and therefore some recompense was appropriate.

We have also agreed with the previous Panel that co-optees and independent members of the committees, should be recompensed for out of pocket expenses, but should not receive a remuneration allowance.

In one area we disagreed with the previous Panel. The previous Panel recommended "That only one Special Responsibility Allowance be payable to any one member." We found no evidence to justify this and nor was it the case in the authorities we compared against.

## 11. RECOMMENDATIONS

### 11.1 Annual Basic Allowances

That the basic allowance for Members should be £4,426.

### 11.2 Special Responsibility Allowances

That there should be Special Responsibility Allowances for the following roles at the level of remuneration indicated:

Leader of the Council	£13,851
Deputy Leader	£4,460
Cabinet Members	£5,779
Leader of largest Opposition Party	£4,460
Chair of the Planning Committee	£4,953
Chair of the Scrutiny Committee	£3,383
Chair of the Governance Committee	£3,383
Chair of the Licensing Act Committee	£3,147
<i>Chair of the Standards Committee*</i>	<i>£516*</i>
Chair of each of the My Neighbourhoods	£3,383

*\* We have not recommended any change to the amount of this SRA and we do suggest that the justification for this SRA be re-considered.*

### 11.3 Co-Optees Allowances

That Co-optees should not be paid an allowance, but be paid reasonable out of pocket expenses

### 11.4 Dependents Carers' Allowance (Children Or Dependents)

That a dependent carers' allowance be paid when expenditure is actually incurred for attendance at Council and Committee meetings and the allowance be actual cost up to a maximum of the Carers Allowance (currently £62.10 per week). The allowances are only payable subject to the production of receipts and where care is provided by a registered social care provider, nursery or childminder.

### 11.5 Travel & Subsistence Allowances

That an annual allowance of £350 be paid for out of pocket expenses.

### 11.6 Suspension of a Councillor

That in the event of a Councillor being suspended the payment of the allowance should be suspended for the same period.

### 11.7 Other Recommendations

- a) That the Basic Allowance and the Special Responsibility Allowances be updated in line with National Joint Council Pay Award for employees and that the Travel and Subsistence Allowances be updated on an annual basis with effect from 1<sup>st</sup> April in line with the Consumer Price Index (CPI) as published for the preceding February.
- b) That when a member holds more than one of the offices under the recommended scheme, he or she is entitled to receive the allowance for each of the offices held.
- c) That an Independent Remuneration Panel be convened every four years to coincide with Council's electoral cycle in order that it can advise on any necessary changes to the Scheme or on those occasions when there are any substantial changes to the Council's decision making structure.

## 12. COMMENTS FROM THE PANEL

We would also advise the Council of the following:

Throughout our deliberations and from the consistency of the comments received there was a strong consensus on the basis of the conclusions we have reached;

To continue with the current Scheme, particularly as it relates to Basic Allowance, is so inconsistent with the evidence presented it is untenable;

It is important to put in place mechanisms, particularly up-rating on an annual basis to ensure this situation is not repeated in future years;

## 13. IMPLEMENTATION

We noted that under the Local Authorities (Members' Allowances) (England) Regulations 2003 there is provision for the backdating any amendment of the scheme to the beginning of the year in which it is implemented. However, we believe that the timing of the implementation of any of the Panel's recommendations is wholly a matter for the Council and therefore we make no recommendations on it.

#### **14. THANKS OF THE PANEL**

We ask that our thanks be expressed to all those who have assisted us in reaching our conclusions.

We would also like to express our thanks and appreciation to the officers who assisted the Panel and gathered together the evidence necessary for us to reach our conclusions.

#### **15. SUPPORTING DOCUMENTS** (available from Democratic Services)

- (i) Current Scheme for the Payment of Members' Allowances
- (ii) The Report and Supporting Documents of the previous Panel.
- (iii) Comparative Information with various Lancashire and other Local Authorities,
- (iv) Details of the representations made by Councillors
- (v) Details of representations received from the public through the Council's Website

**RECOMMENDATIONS OF THE PANEL Showing comparisons with Chorley, South Ribble, West Lancs and Wyre Borough Councils (similar populations) and with the allowances averaged.**

2015	Chorley	West Lancs	Wyre	Average of Chorley, West Lancs, and Wyre	South Ribble (Current)	South Ribble (Panel recommendations)	See Notes Below
Population (2011 census)	107,155	110,685	107,749	108530	108,913	108,913	
Number of Elected Members	47	54	50	50	50	50	
Basic Allowance	£4,378.82	£4,842	£4,059	£4,426.61	£1,548	£ 4,426.00	
Leader	£13,213.31	£12,105	£16,236	£13,851.44	£10,322.20	£ 13,851.00	
Deputy	£4,091.21	£7,263	£2,028	£4,460.74	0	£ 4,460.00	
Leader of Opposition	£6,781.75	£3,389	£2,952	£4,374.25	£516.11	£ 4,460.00	
Deputy Leader of Opposition	£1,907.85	£1,694	0	£1,800.93	0		Note 1
Cabinet Members	£4,378.82	£4,842	£8,118	£5,779.61	£5,161.10	£ 5,779.00	
Chairs Regulatory Committees Licensing	£2,963.86	£2,421	£4,059	£3,147.95	£2,064.44	£ 3,147.00	
Chairs Regulatory Committees Planning	£2,963.86	£5,810	£6,087	£4,953.62	£2,580.55	£ 4,953.00	
Vice Chairs Regulatory Committees	£1,459.97	£0	0		0	£ -	
Chairs Overview & Scrutiny	£4,378.82	£2,421	£6,087	£4,295.61	£2,064.44	£ 3,383.00	Note 2
Vice Chairs Overview & Scrutiny	£1,459.97	£0	0		0	£ -	
Governance	£1,750.87	£2,421	£3,246	£2,472.62	£1,032.22	£ 3,383.00	Note 2
Chair Standards		£0	£405		£516.11	£ 516.11	Note 3
Chair My Neighbourhood Area Forum					£2,064.44	£ 3,383.00	Note 4
Basic Allowance per Cllr per resident	£1.92	£2.36	£1.97	£2.05	£0.87	£2.03	
Notes 1	If a SRA is desired for a Deputy of the Opposition it should be on the same proportion of Deputy of the Council to Leader						
Notes 2	In order to maintain our overarching conclusion that the level's of SRA's should be as near as possible to the average basic allowances paid by Lancashire neighbours with a similar population size we averaged the combined total of both SRA's for Governance and Scrutiny Committees.						
Notes 3	In view of the changes to the Standards regime no change is made to SRA for Chair of Standards and the Council may wish to consider the merit of retaining this SRA						
Notes 4	There is no direct comparator for Chairs of My Neighbourhoods therefore the recommended level is to maintain parity with the Chair of Scrutiny						



## Appendix 3

# Scheme for the Payment of Members' Allowances\*

## \*(April 2022-2023)

### THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

#### SCHEME FOR PAYMENT OF MEMBERS' ALLOWANCES

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

1. This scheme may be cited as the South Ribble Borough Council Members' Allowances Scheme and took effect on 11 May 2015.
2. In this scheme, "Councillor" means a member of the South Ribble Borough Council who is a councillor.  
"year" means the 12 months ending on 31 March.

#### 3. Basic Allowance

Subject to paragraph 9, for each year a basic allowance of £4,911.01 shall be paid to each councillor.

#### 4. Special Responsibility Allowances

For each year a special responsibility allowance shall be paid to those councillors who hold special responsibilities in relation to the Council.

#### 5. Councillors Holding More than One Office

When a councillor holds more than one of the offices under the scheme, he or she shall be entitled to receive the allowance for each of the offices held.

#### 6. Attendance Allowance

No payments shall be made to councillors as attendance allowance under Regulation 10 of the Local Authorities (Members Allowances) Regulations 1991 or under Section 175 of the Local Government Act 1972.

#### 7. Travel and Subsistence

For each year a sum of 407.57 will be paid to each councillor for the purposes of travel on Council business within the borough.

#### 8. Renunciation

A councillor may by notice in writing to the Chief Executive (or other designated officer) elect to forego any part of his or her entitlement to an allowance under this scheme.

#### 9. Part-Year Entitlements

(1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable.

(2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods

- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
- (b) beginning with the day on which an amendment takes effect and ending with

the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

(3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.

(4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in subparagraph (2)(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.

(5) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

(6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

#### **10. Payments**

(1) Payments shall be made

(a) in respect of basic and special responsibility allowances in instalments of one-twelfth of the amount specified in this scheme on the normal payroll day of each month;

(b) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 9, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

(2) Basic and special responsibility allowances will be paid on 27th day of each calendar month in the month to which they relate (currently paid one month in arrears). Where the 27th of the month is a weekend or bank holiday, payment will be made on the last available banking day prior to the 27th of the month.

(3) Where the payment of allowances under the scheme requires the submission of claim forms these shall be submitted to the Payroll Section, in the format specified, by the 9th day of the calendar month.

#### **11. Publication of Details of Scheme**

(1) As soon as practicable after making the scheme, or any subsequent amendment, arrangements shall be made to publish its details within the Council's area.

(2) As soon as practicable after the end of each year an annual report of the total payments made to each councillor under the scheme in respect of each category of

allowance, namely basic and special responsibility, shall be made and published within the Council's area.

## Councillors' allowances

Here you can find information about the allowances the council pays to its members.

The scheme can be accessed in Part 6 of the [Council Constitution](#)

### The allowances for the financial year 2022/23

#### Member's Allowance Scheme (as of April 2022)

The existing scheme can be summarized as follows:

	Member's allowance	£
<b>Annual allowance</b>		
Basic		4,911.01
Travel and subsistence		407.57

#### Annual special responsibility allowances

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of these allowances:

Body	Office*	Allowance (£)
Council	Leader	15,368.83
Council	Deputy Leader	4,948.75
Cabinet (6 Members)	Member	6,412.27
Scrutiny Committee	Chairman	3,753.72
Planning Committee	Chairman	5,495.76
Standards Committee	Chairman	572.55
Licensing Committee	Chairman	3,491.85
My Neighbourhood Area Forum (5)	Chairman	3,753.72
Governance Committee	Chairman	3,753.72
Minority Group	Leader of largest Opposition Party	4,948.74

(\*When a member holds more than one of the offices under the existing scheme, he or she is entitled to receive the allowance for each of the offices held.)

# Agenda Item 16

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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