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**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of Swale Borough Council**

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February 2021

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1. INTRODUCTION AND BACKGROUND

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.
- 1.2 Swale Borough Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Chris Webb- Local Resident and Former Local Government Officer
Lionel Robbins - Local Resident
Mark Palmer - Development Director, South East Employers (Chair)

- 1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:

(a) the special responsibility allowance for the four Area Committees.

2. CURRENT SCHEME

- 2.1 The last full review of councillors' allowances was undertaken by Swale Borough Council in March 2020. The scheme of allowances was brought into effect in May 2020.
- 2.2 As part of the last review the Panel recommended that no decision on an allowance for the four Area Committees could be made until the Committee terms of reference had been agreed by Council and that the Panels should have been convened with appropriate Chairs appointed.
- 2.3 The four Area Committees have been in place since September 2020 and have all convened meetings and are currently developing work programmes. The Panel was therefore convened on a virtual basis on the 9th February 2021 to consider the applicability and amount of any Special Responsibility Allowance for the four Chairs of the Area Committees.

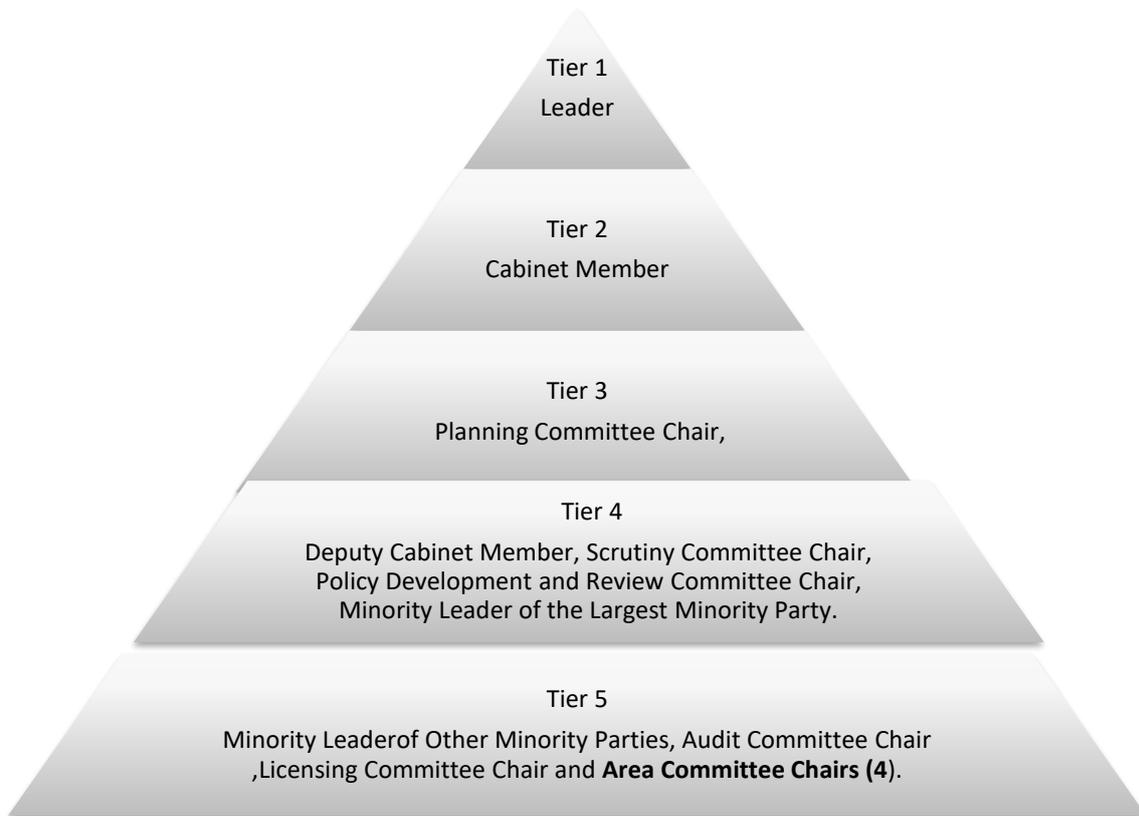
3. CONSIDERATIONS AND RECOMMENDATIONS

Area Committees (Tier Five)

- 3.1 To determine whether a SRA should be payable to the four Area Committee Chairs and the level of that allowance the Panel reviewed the terms of reference for each of the four committees and undertook interviews with:
- Bob Pullen, Policy Officer and
 - Councillor Steve Davey, Area Committee Chair.
- 3.2 Following the interviews and consideration by the Panel of the role of the Area Committees the Panel recommends that the four Area Committee Chairs receive an allowance of 10% of the Leader's Allowance, £2,054.28.
- 3.3 The Panel is also of the view that the allowance be backdated to when the roles commenced in accordance with the 2003 Regulations, this should be no earlier than May 2020.

WE RECOMMEND: that the four Chairs of the Area Committees receive an allowance of 10% of the Leader's Allowance, £2,054.28 and that the allowance be backdated in accordance with the 2003 Regulations.

- 3.4 We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



Mark Palmer (Independent Remuneration Panel, Chair)
Chris Webb (Independent Remuneration Panel)
Lionel Robbins (Independent Remuneration Panel)

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Appendix 1 – Councillor Special Responsibility and Other Allowances

Allowance	Current Amount for 2020-21	Number	Allowance Calculation
Special Responsibility:			
Leader of the Council	£20,545.86	1	370% of BA
Deputy Leader/Cabinet Member	£12,327.72	6	60% of Leader's Allowance
Minority Leader of the Largest Minority Party	£6,163.86	1	30% of Leader's Allowance
Deputy Cabinet Member	£6,163.86	6	30% of Leader's Allowance
Minority Leader of Other Minority Parties	£2,054.28	0	10% of the Leader's Allowance
Scrutiny Committee Chair	£6,163.86	1	30% of Leader's Allowance
Policy Development and Review Committee Chair	£6,163.86	1	30% of Leader's Allowance
Planning Committee Chair	£7,191.00	1	35% of Leader's Allowance
Audit Committee Chair	£2,054.28	1	10% of Leader's Allowance
Licensing Committee Chair	£2,054.28	1	10% of Leader's Allowance
Area Committees	£2,054.28	4	10% of the Leader's Allowance

Co-optees Allowance	£10.20 per meeting		
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