WOKINGHAM
BOROUGH COUNCIL

REPORT OF THE INDEPENDENT REMUNERATION PANEL APPOINTED TO REVIEW THE ALLOWANCES PAID TO COUNCILLORS OF WOKINGHAM BOROUGH COUNCIL FOR 2018/19

FOR SUBMISSION TO THE COUNCIL ON 22 NOVEMBER 2018

Introduction

1. The Local Authorities (Members' Allowances) (England) Regulations 2003 provide for the payment of Allowances to Members of the Council in connection with their work as Councillors. Before the Council can make or amend a scheme of allowances, it should consider the recommendations made in relation to it by an Independent Remuneration Panel (IRP).

2. The Council appointed its first Independent Remuneration Panel in 2003. In each of the following Municipal Years, the Panel has made recommendations on the levels of Basic and Special Responsibility Allowances for consideration by the Council. An independent review of Members' Allowances has been carried out in 2018. Details of the Panel's remit are described in paragraph 4 below.

The Independent Remuneration Panel

3. The Members of the Independent Remuneration Panel are:

   Tom Berman (Chairman) has been a resident of Wargrave for the past 40 years. He is married with two grown-up children and has been involved with various local voluntary groups over the years, of which Wargrave Surgery Patient Participation Group (PPG), Wokingham Area PPG Forum and Hennerton Backwater Association are the current main focus.

   Nick Oxborough (Vice Chairman) has lived in Wokingham Borough since 1967. He attended Primary and Comprehensive schools in Wokingham and then a local college where he studied photography. He has worked in the Royal Berkshire Fire and Rescue Service in an operational role for 34 years and now specialises as a Fire Safety Inspector. During his career in the service he has had opportunity to manage and be responsible for the delivery of the service to the community of Wokingham Borough, as well as working with members of Royal Berkshire Fire Authority. He is a Member of the Institute of Fire Engineers and has also achieved other management and technical qualifications associated with his roles in the service.

   David George has been living in Wokingham Borough since 1982, firstly in Woodley and then since 1999 in Arborfield. He retired from Air Traffic Control (ATC) in December 2016 aged 55 after nearly 36 years' service. In addition to his role in Air Traffic Control he was a Union representative in the Prospect Union, which represents ATC staff. He held the position of National Treasurer for the Controllers section managing a budget of approximately £70,000 for several years.

   Callum Wernham and Neil Carr, Democratic and Electoral Services Specialists, and Anne Hunter, Democratic and Electoral Services Lead Specialist, provided guidance and administrative support to the Panel.

Background and National Context

4. The Local Authorities (Members' Allowances) (England) Regulations, which came into force in 2003, stated that Independent Remuneration Panels, established by local authorities, should make recommendations in respect of the following issues:

   Basic Allowance (BA) – each local authority must make provision for a basic, flat rate allowance payable to all Members.

   Special Responsibility Allowance (SRA) – each local authority may make provision for the payment of Special Responsibility Allowances to those Councillors who have significant additional responsibilities. The Panel has to recommend the responsibilities that should be remunerated and the levels of each allowance.

   Childcare and Dependants Carers' Allowance – local authorities may make provision for the payment of an allowance to those Members who incur expenditure for the care of children or dependant relatives whilst undertaking particular duties.

   Travel and Subsistence Allowance – local authorities may make provision for the payment of a travelling and subsistence allowance to its Members for undertaking a list of eligible duties as defined in the current scheme.

   Co-optees' Allowance – local authorities may make provision for the payment of an allowance to co-optees for attending meetings, conferences and seminars.

5. The Regulations also provide for Panels to make recommendations in respect of the following issues:

   - The cessation of payments to Members who have been suspended or partially suspended from their duties, and the repayment of allowances;
   - The backdating of allowances to the beginning of the financial year in which they are set, and provision to recommend annual adjustments by means of an index.

6. Non-Executive Director (NED) payments are made by Council-owned companies to Members who act in non-Executive roles. They are similar to SRAs but have a different legislative basis and are not included in the Council's Members Allowances Scheme. It is not within the remit of the Independent Remuneration Panel to review the level of payments to NEDs on the Council-owned companies unless a specific request for a review is made by one or more of the companies.

Terms of Reference for the 2018/19 Review

7. In 2017, the Panel agreed that, as a newly convened Panel, it should carry out a 'light touch' review. Following the Panel's successful recommendations in 2017 it was decided that the main focus of the 2018/19 IRP review be on Special Responsibility Allowances (SRAs). A survey on key questions was undertaken and Members were given the opportunity to approach the Panel directly to voice their opinions.

Work Programme for the 2018 Review

8. The Panel met on the following occasions:

- 7 March 2018
- 22 March 2018
- 19 April 2018
- 17 May 2018
- 7 June 2018
- 14 June 2018
- 21 June 2018
- 12 July 2018
- 19 July 2018
- 26 July 2018
- 2 August 2018
- 28 August 2018
- 13 September 2018
- 17 September 2018

9. The Panel made reference to the following information to provide background, context and assistance in reaching its conclusions:

- Copies of the current Members' Allowances Scheme agreed by the Council in November 2017 and previous versions.
- Copies of the Local Authorities (Members' Allowances) (England) Regulations 2003;
- The summary of the South East Employers (SEEMP) Members' Allowances Survey 2016/17.

10. The Panel met Members including the Leader of the Council, the Leaders of the Opposition Groups, Members of the Opposition and a number of present and former Executive and Deputy Executive Members. The Panel also met the Data Protection Officer, the Director of Corporate Services and the Interim Chief Executive.

    All Members were invited to meet the Panel. In all, the Panel met a representative cross section across all groups: 14 Conservative, 5 Liberal Democrat, 2 Labour and 1 Independent.

    The Panel sent out a survey to all Members, attached at Appendix A to this report. 26 out of 54 surveys were returned (with several Members stepping down during this time) and all comments were treated confidentially. The Panel were disappointed that the number of responses to the survey was one less than in 2017, especially since this was a prime opportunity for Members to comment and present evidence from which the Panel would reach its recommendations. The Panel had specifically asked for a better response from Members this year, but despite twice extending the period (between mid-May and end July) available for interview, the Panel was similarly disappointed that only 22 members came

forward to express opinions directly to the Panel. The Panel would like to encourage more Members to participate in future engagement with the IRP.

The Panel has had to assume that the responses thus received represented a fair cross-section of Members' opinions. Reference to the information from the combined sources are referred to as 'responding Members' in the report. Any percentages are calculated out of 26. Where information was obtained from meetings, this is referred to as 'Members who met the Panel…'.

11. Some Members made suggestions which fell outside the scope of the current Members' Allowances Scheme legislation and the remit of the Panel. Therefore, those suggestions have not been addressed in this report.

Remuneration

12. In considering its proposals concerning Members' remuneration, the Panel has tested each recommendation against three core principles:

    a) Is it affordable relative to Wokingham Borough Council budget constraints?
    b) Is it reasonably similar to the practice in other unitary authorities in the region?
    c) Would Borough residents consider it to be fair?

Basic Allowance

13. Following the Panel's 2017 recommendations to Council, the Panel would like to reiterate the premise (which previous Independent Remuneration Panels have used) that 50% of Members' time is pro bono as the role is that of a volunteer. This is based on the premise that the other 50% was originally set at the Local Government Association's daily rate of the national male median white-collar wage. Whilst an allowance is appropriate, it is not a salary.

14. 62% (16 out of 26) of responding Members felt that the allowances scheme "fairly meets the expenses incurred". Of the remaining 38% (11 out of 26) who responded negatively to that comment, most were generally commenting not that they were out of pocket but that WBC remuneration was well below the market rate. General satisfaction with the level of Basic Allowance relative to expenses emerged from the 22 Member interviews conducted.

15. The Panel recommended to Council in 2017 a 1% increase to the time contributed element of the Member Basic Allowance, which was in line with the Officer Pay increase for that year. Subsequently, Officer Pay has been increased by 2% for the 2018/19 municipal year and as such the Panel recommends a 2% increase to the time contributed element of the Member Basic Allowance. The Panel noted that this would represent an increase of £134 per Member taking the time contributed element of the Basic Allowance from £6,684 to £6,818. This would be an increase in budget from £360,936 to £368,172. The Panel recognises the financial pressures upon the Council and the concerns of Borough residents, but it believes that it is more suitable to allow modest regular

inflationary increases to the Basic Allowance rather than a much larger single increase to “catch up” with increases after a long period of abstention.

16. The Panel reviewed the out of pocket expenses segment of the Member Basic Allowance scheme, taking in to account the £100 increase that was recommended and approved by Council in 2017. The Panel noted that some Members were concerned that the Panel’s previous report had associated this increase to £600 in the out of pocket allowance with “parking at Shute End”. The Panel would like to clarify that the increase to £600 was primarily justified because this allowance had been left at £500 for 8 years, clearly falling behind market inflationary increases.

    After discussion with the Data Protection Officer, it was confirmed that Members would be charged £40 to register as a data controller under the General Data Protection Regulations (GDPR). The Panel felt that a reduction of £40 (from 1 April 2019) in the out of pocket expenses segment of the Member Basic Allowance to allow for Members to be registered by the Council would be an efficient and cost neutral way of ensuring that Members had the appropriate registration.

17. The Panel continues to recommend that Members not providing proper home office facilities, including those which allow constituents to communicate with them by email, should not be allowed to claim the £500 component of the Basic Allowance. It recommends that the Council continues with a self-certification process to reinforce this.

18. In conclusion, the Panel recommends that the Basic Allowance be increased to £7,918, backdated to 1 April 2018, comprising the following components:

    - £6,818 for time contributed; and
    - £600 for out of pocket expenses (to be reduced to £560 from 1 April 2019); and
    - £500 for IT, communication and home office.

Special Responsibility Allowances (SRAs)

19. The Council previously agreed that the SRA = £5,000, and individual posts attracting an SRA be assessed as a factor of £5,000.

20. The Panel’s view is that SRAs should be set against well-defined job descriptions and measurable performance criteria which are publicised with openness and transparency. The Panel recognised that the remit of particular roles could change over time and as a matter of policy.

21. In judging the relative values of SRAs granted to different posts, the Panel took into account the following:

    - The size of budget controlled (where applicable);
    - The quasi-judicial aspects (if any);

- The support and number of Officers involved;
- The risk factors to the Council and the individual Member;
- The public involvement;
- The work load (including frequency of meetings, consultations with others etc.).

22. Leader of the Council:
The Panel had given this very careful attention. The benchmarking exercise the Panel initiated identified that WBC's SRA for the Leader of the Council was at the lower end compared to other Local Authorities in the South East of England. Considering that the Leader's SRA amount (4 x SRA = £20,000) had remained unchanged since 2009, that the post is comparable to the Chairman of a multi-million pound enterprise, and that it is essentially full time, the Panel recommends that it is now appropriate (as from 1st April 2019) to increase this SRA to 4.5 x SRA = £22,500. On the uncertain assumption that no other Unitary Authority will increase its Leader's SRA in 2018/19, this would still leave the WBC Leader in 6th place out of 12 behind other Authorities in the South East such as Milton Keynes, Bracknell Forest, the Royal Borough of Windsor and Maidenhead and Southampton.

23. Leader of the Opposition:
The Panel understands that the Leader of the Opposition should be respected and encouraged to express a strong voice in holding the Leader and the Executive to account. However, as the role does not have the decision making and business responsibilities of, for example, the WBC Leader or Members of the Executive, the Panel was of the firm opinion that the current SRA level of 1.5 x SRA = £7,500 is excessive.

The Panel recommends that there should be a new formula whereby all Opposition Group leaders with a group membership of more than 2 receive an SRA based in part on a figure of £100 per group member. In addition, if the lead opposition group has four or more members more than the next largest group, its leader should receive a further £5,000; but if the lead over the next largest group was less than 4 members the addition to the Leader of the Opposition's SRA should be reduced to £4,000. In the event that there were two or three leading opposition groups, each with the same number of members, then £5000 should be distributed equally between them as well as the £100 per group member. A condition of this formula should be that the gross cost of the SRA to all parties should not exceed £8,000 (compared to the current £7,500). In the event of any excess over £8,000 occurring, that excess should be deducted from the SRA granted to the Opposition Group leader with the fewest Members.

24. Members of the Executive and Deputy Members of the Executive:
The Panel noted that Members of the Executive oversee large budgets and have legal responsibilities. Unusually – relative to comparable Authorities – some WBC Executive Members are supported by Deputies who are also in receipt of SRAs. After considering the benchmarking data and the evidence submitted, the

Panel concluded that there was not a case for changing the SRA applied to the posts of Members of the Executive.

The Panel noted that over recent years the number of Executive Members at WBC (excluding the Leader) had varied between 7 and 9 (with 9 being the maximum permitted), while the number of Deputy Executive members had varied between 5 and 8 (with there being no legal limit to this number).

The Panel questioned whether all the Executive Member roles were always of equal weight and worthy of the same SRA, and similarly whether all of the Deputy Executive Member roles were equal, but the Panel concluded that it was impossible for it to make this detailed judgement.

However, considering the budgeted cost of SRAs granted to Members of the Executive (excluding the Leader) plus the Deputy Executive Members, the Panel recommends that the Council should accept an upper limit to this sum of £100,000 (which is the current budgeted cost covering SRAs for 9 Executive Members and 5 Deputy Executive Members).

As stated, Deputy Executive Members being in receipt of SRAs is unusual in any comparable Authority. The Panel noted that when Deputy Executive Members were first introduced with SRAs in 2013 they were ostensibly “task driven” with well-defined responsibilities. From the evidence received from Members with experience of being either Deputies or Executive Members with Deputies half (5 out of 10 members, who met the Panel) felt that there had been some “slippage” from the original concept and/or some inconsistency in the role and management of Deputies. For example, the defined responsibilities of some deputies had become less structured and defined over time.

25. Chairman of the Audit Committee
The Panel concluded that the Audit Committee had a significant responsibility in respect of the Council’s finances. Therefore the Panel recommends that no changes be made to the Chairman’s SRA of 0.5 x SRA = £2,500.

26. Chairman of the Licensing and Appeals Committee
The Licensing and Appeals Committee is quasi-judicial and there is significant public involvement. However, the Panel judged that the business of this Committee is to some significant degree Officer led. On balance, the Panel concluded that the Chairman’s SRA of 0.5 x SRA = £2,500 should remain unchanged.

27. Chairmen of the Overview and Scrutiny Committees
The Panel received evidence from some senior experienced Members who had direct experience with WBC’s Overview and Scrutiny functions, from which it appeared that there had been some uncertainty as to how successfully WBC had engaged with Overview and Scrutiny, and whether the practice at WBC had become too concerned with reviewing after the event rather than with scrutinising policy proposals before the event.

The Government had published its report on Overview and Scrutiny in local government in December 2017 and was planning to issue new Statutory Guidance to local authorities at the end of 2018. The Panel therefore recommends that there should be no changes to the SRAs relating to the four Overview and Scrutiny Committee Chairmen before the WBC Overview and Scrutiny Management Committee has had the opportunity to respond in detail to the new Statutory Guidance at the beginning of 2019.

28. Chairman of the Personnel Board
The general view from Members that met the Panel was that the Personnel Board's workload was sometimes light with infrequent meetings, but that it is currently much heavier. The Panel concluded that over the course of a Chairman's tenure on the Personnel Board the workload was likely to even out and therefore does not recommend a change to the current Chairman's SRA of 0.25 x SRA = £1,250.

29. Chairman and Members of the Planning Committee
WBC is the only comparable Local Authority that remunerates its Planning Committee Members in addition to its Chairman with an SRA. However, there was near unanimity amongst all Members interviewed that there are positive reasons for remunerating Planning Committee work at the higher end of the scale of SRAs, namely the quasi-judicial aspects of the role, the considerable workload including regular site visits and the vociferous public involvement. The Panel recommends that the SRA of the Chairman of the Planning Committee be increased to 1.2 x SRA = £6,000, and that the SRA for Members of the Planning Committee be increased to 0.3 x SRA = £1,500, from April 2019. In addition, the Panel recommends a maximum budget of £18,000 for Chairman and Members of the Planning Committee, from April 2019.

30. Chairman of the Standards Committee
The Panel noted that the workload of the Standards Committee fluctuated between years and that part of the Chairman's role involved working on behalf of the Standards Committee outside of Committee meetings. The Panel therefore does not propose any changes to the current Chairman's SRA of 0.25 x SRA = £1,250.

Travel and Subsistence Allowance

31. The Panel recommends a change relating to Members' expenses on meals, refreshments and hotel accommodation on days away from Shute End on WBC business, namely:
    (i) Overnight approved absence (from normal place of residence):
    Bed and breakfast as charged by no higher than a 3 star hotel (with the exception that, if an approved conference takes place in a 4 star hotel with the expectation that attendees will stay at the same hotel, 4 star bed and breakfast is allowed);
    (ii) Daily subsistence (for more than four hours away from normal place of residence covering any meals or refreshments), up to a maximum of £25 receipted expenditure.

Please note that receipts are required when claiming any of the above.

Children and Dependant Carers Allowance

32. The Panel does not propose any change to the upward revision to these allowances as agreed by Council last year. The Panel would like to reiterate from previous years' recommendations that Members should feel confident about claiming for expenses that they are entitled to.

Transparency relating to Members' remuneration

33. The Panel's previous recommendation adopted by Council last year for transparency of Members' remuneration on the WBC website resulted in a distinct and noticeable improvement. The Panel now recommends one further improvement, namely that a single document be created and made accessible via an easy to find hyperlink, which would show for each Councillor all WBC related remunerations (Basic Allowance, SRA, NED remuneration and Outside Body (namely the Royal Berkshire Fire Authority) remuneration) received by that Member.

Mayor and Deputy Mayor

34. The remuneration of these posts does not currently come within the remit of the IRP, but the Panel concluded that the allowances are similar to SRAs and should therefore be reviewed similarly by the IRP. The Panel therefore recommends that the Council should consider that a review of the Mayoral and Deputy Mayoral allowances be included within the IRP's remit for the future.

NEDs and "Outside Bodies"

35. The Panel wishes to remind Members that it is not within the IRP's remit to make recommendations concerning the levels of remuneration to WBC Members as Non-Executive Directors (NEDs) on WBC-owned companies or as members of boards of "outside bodies". However, the Panel has concluded that it would be remiss of it not to report on its findings in this area of WBC Councillors' remuneration.

    Out of 54 Members, this IRP Panel has interviewed 25 over a two year period including a representative cross section of the political groups. The Panel has noted that 7 of these Members (= 28% of those interviewed and 13% of total membership), all fairly senior, long-serving Members, have expressed concern over the apparent power of patronage used by the Leader of WBC over many years. This referred to the appointment of Members from the leading political group not only to WBC posts rewarded by SRAs, but also to paid NEDs on Council-owned companies and to paid positions on the Royal Berkshire Fire Authority (RBFA). The suggestion made to the Panel was that this had been used as a means of securing political loyalty.

The Panel felt that these comments could not be treated as unjustified criticism about a long-accepted practice from a disaffected minority but rather they had to be taken seriously: the Council should not only be doing the right thing, but should be seen to be doing the right thing, and the Panel's view and its assessment of Wokingham Borough's residents' view (in so far as the residents might be fully informed) is that this does not look right.

The fundamental issue is how many separate special allowances should be in the gift of the Leader of the Council. At present there are three categories referred to above: (i) SRAs connected to posts within the Council, which apart from the Leader's can be as high as £10,000 (ii) Non-Executive Directorships of WBC-owned companies, which can be as high as £6,095 and (iii) Membership of the Board of the RBFA (which is required to be politically balanced), which can be as high as £7,777.

The Panel appreciates that amongst WBC Members there is a spectrum of attitudes on this matter: at one end there are those who consider that being a Councillor is a voluntary civic contribution ("giving something back to the community"), which should not generate income over and above the Basic Allowance; at the other end are those, who refer to the serious decisions and time-consuming responsibilities undertaken by some Members, and believe it is necessary to give extra reward to these Members in recognition of the extra responsibilities they take on and the extra talent they contribute. This leads on to the opinion that, if the rewards available from the above three categories were to be limited, the Council would cease to recruit sufficiently able Members to carry out its work effectively.

The Panel cannot agree with this last opinion. In the view of the Panel there would always be sufficient Members able and willing to take on the extra responsibilities regardless of the absence of extra rewards. One piece of evidence supporting this view is the number of Members who met the Panel (11 out of 25 = 45%) who said, without prompting, that remuneration for their work as Councillors was never a consideration before they were elected or since. The Panel also notes that the Council has moved its position somewhat in this matter by ruling that, whilst a Member might hold two Non-Executive Directorships, they should only receive payment for one.

The Panel is not in a position to make a recommendation for change in this matter, but the Council is; and the Panel submits that it would be good practice for the Council to adopt a new Constitutional rule whereby a Member, having the option of serving in a WBC post, which provides an SRA, and a NED paid post on a WBC-owned company , and a paid post on the Board of the RBFA (or any other external body to which the Leader might appoint a WBC Member) might take up all three or two of such posts but would only take remuneration from one (the one chosen by the Member).

Council voting on IRP Recommendations

36. The Panel acknowledges that this matter is not within the remit of the IRP, but the Panel respectfully requests that the Council should allow for the Panel's

recommendations to be voted upon item by item, where Members consider it appropriate.

MEMBERS ALLOWANCES SCHEME 2018/19

RECOMMENDATIONS OF THE INDEPENDANT REMUNERATION PANEL

The Panel recommends to the Council that:

(1) The time contributed component of the Basic Allowance be increased by 2% in line with the 2018/19 increase in Officer pay, and backdated to 1 April 2018;

(2) The £500 component of the Basic Allowance for the provision of IT should continue to be claimed only by those Members who provide facilities which allow constituents and Officers to communicate with them by e-mail and the self-certification process be continued;

(3) The out of pocket expenses component of the Basic Allowance be reduced by £40 to allow for the mass registration of Members to the Information Commissioners Office by Wokingham Borough Council, from April 2019;

(4) The Leader of the Council's SRA be increased to 4.5 x SRA = £22,500, from April 2019;

(5) The Leader of the Opposition SRA be restructured via a new formula whereby all opposition group leaders with a membership of more than 2 receive an SRA based in part on a figure of £100 per group member. In addition, if the lead opposition group has four or more members more than the next largest group, its leader should receive a further £5,000; but if the lead over the next largest group was less than 4 members the addition to the Leader of the Opposition's SRA should be reduced to £4,000. In the event that there were two or three leading opposition groups, each with the same number of members, then £5000 should be distributed equally between them as well as the £100 per group member

A condition of this formula should be that the gross cost of the SRA to all Groups should not exceed £8,000 (compared to the £7,500 now), and that in the event of any excess over £8,000 occurring, that excess should be deducted from the SRA granted to the Opposition Group leader with the fewest Members. These changes are recommended to be implemented from April 2019;

(6) The budgeted cost covering SRAs for Executive Members and Deputy Executive Members be capped at the current level of £100,000;

(7) The Chairman of the Planning Committee's SRA be increased to 1.2 x SRA = £6,000, and the SRA for Members of the Planning Committee SRA be increased to 0.3 x SRA = £1,500, from April

2019. A condition be agreed whereby there be a maximum budget of £18,000 for Chairman and Members of the Planning Committee;

(8) The Members Subsistence Allowance and Overnight Accommodation Allowance be amended as follows:

(i) Overnight approved absence (from normal place of residence): Bed and Breakfast as charged by no higher than a 3 star hotel (with the exception that, if an approved conference takes place in a 4 star hotel with the expectation that attendees will stay at the same hotel, 4 star bed and breakfast is allowed).
(ii) Daily subsistence (for more than four hours away from normal place of residence covering any meals or refreshments) up to a maximum of £25 receipted expenditure;

(9) The publication of Members' remuneration on the WBC website be reviewed with the intention that a single document be created and be accessible via an easy to find hyperlink, which would show for each Councillor all WBC related remunerations (Basic Allowance, SRA, NED remuneration and Outside Body (namely the Royal Berkshire Fire Authority) remuneration) received by that Member;

(10) The Mayoral and Deputy Mayoral Allowances be included within the IRP's remit, from April 2019;

(11) No changes be made to the current Childcare and Dependant Carers Allowance;

(12) Apart from the above recommendations, no further adjustments to Members' Remuneration are necessary until the next review by the Independent Remuneration Panel.

Members' Allowances Survey 2018

Q1 Name:

Q2 Please tell us when you were elected to Wokingham Borough Council

Q3 Are you:

- ○ Employed
- ○ Unemployed
- ○ Self-employed
- ○ Retired

Q4 Please indicate the number of hours you spend on average each month on your duties as an elected member

	No time	1 to 5 hours	6 to 10 hours	11 to 15 hours	16 hours or more
Ward work (surgeries, visits, emails phone calls etc)	○	○	○	○	○
Preparation/attendance at full council meetings	○	○	○	○	○
Preparation/attendance at other WBC meetings	○	○	○	○	○
Preparation/attendance at other meetings (such as town or parish councils or outside bodies)	○	○	○	○	○

Please tell us about any other WBC related duties you undertake (including an estimate of the time spent on them in an average month)

Q5 How would you rate the amount of time you spend on WBC work?

Minimal ○ ○ ○ ○ Excessive

Could you explain your answer

Q6 Do you feel the current members' allowances scheme fairly meets the expenses you incur in performing your duties?

- ◯ Yes
- ◯ No

Could you explain your answer

Q7 In previous years, members allowances have been increased in line with local government pay awards. Do you agree that this link is appropriate?

- ◯ Yes
- ◯ No

Could you explain your answer

Q8 Do you have any other comments on the WBC members' allowances scheme such as the level of allowances (basic, childcare and travel) or the SRA roles and Special Responsibility Allowance (SRA) payment levels

Q9 The Independent Renumeration Panel would like to meet members to amplify the information arising out of this survey. Would you be prepared to meet the panel?

- ◯ Yes
- ◯ No

Q10 Do you receive a SRA payment?

- ◯ Yes
- ◯ No

Q11 For which role do receive a SRA payment?

Q12 Please give details of any SRA roles you carry out which are not remunerated

Q13 Please indicate the number of hours you spend on average each month on your SRA roll

	No time	1 to 5 hours	6 to 10 hours	11 to 15 hours	16 hours or more
Attending WBC meetings	○	○	○	○	○
Attending external meetings	○	○	○	○	○
Meeting WBC officers / members	○	○	○	○	○
Meeting external stakeholders	○	○	○	○	○
Preparation/ research	○	○	○	○	○

Other, please specify (including an estimate of the time spent during an average month)

Q14 Please give details of the external contacts involved in your role (such as partner organisations, Government departments and national/regional bodies)

Q15 Please give details of any training / seminars / conferences attended which enable you to carry out your SRA role?

Q16 Do you consider the level of your SRA payment to be appropriate for the role?

- ◯ Yes
- ◯ No

If no, please give any comment / reasoning

Q17 Do you have any other comments on your SRA role or payments for other SRA roles

Thank you for taking part in this survey