

Public Document Pack



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19 January 2022

Dear Councillor

I am now able to enclose, for consideration at the meeting of the **COUNCIL** on Wednesday 26 January 2022 at 6.00 pm, the following reports that were unavailable when the agenda was printed.

13 **MEMBERS' ALLOWANCES SCHEME 2022/23** (Pages 2 - 22)

To consider the report of the Head of Governance (to follow).

Yours sincerely

A handwritten signature in black ink, appearing to be "Nicky", written over a white background. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chief Executive

Subject: MEMBERS' ALLOWANCES SCHEME 2022-23

Meeting and Date: COUNCIL – 26 JANUARY 2022

Report of: HEAD OF GOVERNANCE

Classification: UNRESTRICTED

Purpose of the report: To consider the Members' Allowances Scheme for 2022-23

Recommendation: To make the Members' Allowances Scheme for 2022-23

1. Summary

Under Regulation 10 of the Local Authorities (Members' Allowances) (England) Regulations 2003/1021 the Council is required to make a scheme for the payment of allowances to Members.

2. Introduction and Background

2.1 The Council is required to make its Members' Allowance Scheme on an annual basis. In making its Scheme the Council must have regard to the non-binding recommendations of its appointed Independent Remuneration Panel. However, other than having regards to these recommendations it may set its allowances at any level that it decides.

2.2 The allowances that are payable as part of the Members' Allowance Scheme are established in the Local Authorities (Members' Allowances) (England) Regulations 2003. In summary, this provides for the following allowances to be made to councillors:

- Basic Allowance (to be received by all Members of the Council);
- Special Responsibility Allowances (for specific positions);
- Travel and Subsistence Expenses
- Dependent Carers Allowance
- Co-Optees' Allowance

2.3 The Council can also decide to index link uplifts in allowances (for example, but not limited to, the Consumer Prices Index or the Retail Price Index). The Council has previously made such arrangements but at the meeting of the full Council held on 4 March 2015 reference to Index Linking was removed as the allowances at the time had been frozen since 2011.

2.4 The levels of allowance for the Independent Persons, the Chairman and Vice-Chairman are set out for transparency purposes only as they do not form part of the Scheme.

Dependant Carers' Allowance

2.5 The Council at its meeting held on 27 January 2021 amended the Dependant Carers' Allowance Scheme to remove the remuneration at the hourly National Living Wage to a scheme of actual cost reimbursement. This scheme has operated for a year now without any problems and it is therefore not recommended that any further changes are made to the operation of the Dependant Carers' Allowance.

East Kent Joint Independent Remuneration Panel

- 2.6 The East Kent Joint Independent Remuneration Panel (EKJIRP) is a joint body appointed by Dover District Council, Canterbury City Council and Thanet District Council in accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003 (Regulation 20(b)). The Council must have regard to its recommendations in setting its Members' Allowances Scheme.
- 2.7 The East Kent Joint Independent Remuneration Panel has previously made a set of recommendations as to the levels of Basic and Special Responsibility Allowance that it felt were appropriate for Dover District Council. These are for reference set out at Appendix 3 of this report.

3. Identification of Options

- 3.1 Option 1: To make the Members' Allowances Scheme 2022-23 at the levels of 2021-22, as set out in Appendix 1.
- 3.2 Option 2: To make the Members' Allowances Scheme set out in Appendix 1 with amendments. Members could make the Members' Allowances Scheme as set out in Appendix 1 subject to minor changes. In the event of a more significant change, it is recommended that Members request a further report setting out the changes and the resource implications arising.

A significant change in the Members' Allowances Scheme may also require a further consultation with the East Kent Joint Independent Remuneration Panel prior to the Council being able to adopt it.

4. Evaluation of Options

- 4.1 Option 1 is cost neutral and would result in no direct resource implications or changes to the existing Members' Allowances Scheme.
- 4.2 Option 2 would place additional budgetary pressure on the required 2022-23 budgetary provision if any increase in allowances were to be adopted. Conversely, a reduction in allowances would result in budgetary savings.

5. Resource Implications

- 5.1 There are no direct resource implications if Option 1 is adopted.
- 5.2 If Members wish to make significant changes the Members' Allowances Scheme it is recommended that, unless discussed with officers prior to the Council meeting to enable accurate costings to be developed, any proposals be subject to a further report setting out the financial implications of the changes.
- 5.3 If the Basic Allowance was to be increased in line with the Panel's non-binding target levels to £7,590 (from £5,000), this would place a significant budgetary pressure of £82,880 on the existing total budget requirement.

6. Corporate Implications

- 6.1 The Council is required to make arrangements for a Members' Allowances Scheme on an annual basis.

7. Climate Change and Environmental Implications

- 7.1 There are no direct climate change implications arising from the report.
- 7.2 The Members' Allowances Scheme does make provision for a cycling mileage allowance and travel by public transport as an alternative to using individual cars and motorbikes.

8. **Corporate Implications**

- 8.1 Comment from the Director of Finance (linked to the MTFP): Members are reminded that the Council's revenue and capital resources are under pressure and so they will wish to assure themselves that all proposals progress the Council's priorities, are the best option available and will deliver value for money. (AT)
- 8.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.
- 8.3 Comment from the Equalities Officer: This report does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

9. **Appendices**

- Appendix 1 – Draft Members' Allowances Scheme 2022-23
- Appendix 2 – Comparison of the draft Members' Allowance Scheme 2022/23 against the last Quadrennial Review of the East Kent Joint Independent Remuneration Panel
- Appendix 3 – Comparison of the draft Members' Allowance Scheme 2022/23 against other Kent authorities.
- Appendix 4 – East Kent Joint Independent Remuneration Panel Recommendations in respect of the draft Members' Allowances Scheme 2022/23 (to follow)

10. **Background Papers**

- Constitution of the Council – Issue 21

Contact Officer: Rebecca Brough, Democratic and Corporate Services Manager, 01304 872304

Part 6 Members' Allowances Scheme

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Members' Allowances Scheme

1. Introduction

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) requires local authorities to prepare schemes for the payment of allowances to their members.
- 1.2 The 2003 Regulations (as amended) stated that authorities must establish a scheme of allowances under those Regulations by 31 December 2003. Authorities making schemes are required to make provision for the payment of basic allowances and may also provide for the payment of special responsibility allowances, dependants' carers allowances, travelling and subsistence allowance and co-optees' allowances.
- 1.3 The Council has established an Independent Remuneration Panel in conjunction with Canterbury City Council and Thanet District Council. Authorities must have regard to the recommendations made by an independent remuneration panel before making or amending a scheme in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003.
- 1.4 At the meeting of the Council held on 26 January 2022 the Council duly made its Members' Allowance Scheme as set out below.

2. Commencement and Period of Scheme

- 2.1 This Scheme is made by Dover District Council pursuant to Section 18 of the Local Government and Housing Act 1989 (as amended by Section 99 of the Local Government Act 2000) and the Local Authorities (Members' Allowances) Regulations 2003.
- 2.2 This Scheme has effect from 1 April 2022 and applies to the payment of members' allowances from 1 April 2022 until 31 March 2023 and subsequent years thereafter (subject to any revocation or amendment).
- 2.3 The Scheme shall remain in force unless and until revoked by the Council with effect from the beginning of a year.
- 2.4 The Scheme may be amended at any time provided that regard is had to the recommendations of the independent remuneration panel.

3. Revocation of Previous Schemes

- 3.1 All previous schemes made by the Council for the payment of members' allowances were revoked with effect from 1 April 2021.

4. Basic Allowances

- 4.1 A Basic Allowance shall be paid to each Member of the authority who is a councillor in the amount set out in Schedule 1.

4.2 The Basic Allowance is intended to cover the full range of work expected of a ward councillor together with incidental expenditure on matters such as stationery, postage, telephone and broadband costs.

4.3 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his/her term of office as Member and councillor subsists bears to the number of days in that year.

5. **Special Responsibility Allowances**

5.1 Special Responsibility Allowances shall be payable to those Members of the authority who are councillors as hold those offices (which have special responsibilities in relation to the authority) as are specified in Schedule 2.

5.2 The amount of each Special Responsibility Allowance shall be as specified in Schedule 2.

5.3 Where a Member does not have throughout the whole of a year any such special responsibilities as entitle him/her to a Special Responsibility Allowance, his/her 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/she has such special responsibilities bears to the number of days in that year.

5.5 No Member shall be entitled to more than one Special Responsibility Allowance. Where a Member holds more than one office, then the higher of the Special Responsibility Allowances shall apply.

6. **Appropriate Adjustments**

6.1 The Section 151 Officer shall be authorised to make provision for any appropriate adjustment if necessary in respect of any Basic Allowance or Special Responsibility Allowance which:

- (a) has already been paid under the previous scheme in respect of the remainder of the year from which this Scheme has effect; or
- (b) is to be paid in respect of any part of the year during which the previous scheme had effect.

7. **Travelling and Subsistence Allowance**

7.1 Travelling and Subsistence Allowance shall be available to Members of the Council (including Co-opted members) in such amount or amounts as may be specified in Schedule 5 and subject to such conditions as are set out therein and below.

7.2 Travelling and Subsistence Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties shown below. The scheme does not allow for travelling expenses to be paid to Members arranging meetings with officers or attending to Ward work as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties.

- 7.3 For the purposes of the payment of travel expenses, all travel will be deemed to have commenced from the Member's current address or, if this is not within the administrative area of the Council, from the address through which the Member qualified to stand for election.
- 7.5 For journeys outside Kent the second-class rail fare is paid (irrespective of whether the Member chooses to use a car), although any taxi fares, parking charges and underground fares incurred as part of the journey may still be claimed for separately. Where it is impracticable for a Member to travel by train because the venue is difficult to get to within the time allowed, or to avoid an overnight stay, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate rate provided that a self-certification form explaining why it is impractical has been completed and submitted to Democratic Services prior to the journey.
- 7.6 Attendance at meetings of the Council or of any of its committees, sub-committees, working or liaison groups, appeal panels and ad hoc meetings recorded in official minutes to which a Member has been appointed or at which she or he is acting as a Substitute for another Member including representatives appointed to Neighbourhood Forums and their substitutes.
- 7.7 Attendance at meetings of the Cabinet or of any Committee of the Cabinet or policy or project advisory groups. Members of the Shadow Cabinet, Chairmen of Scrutiny Committees and recognised Group Spokespersons shall also be eligible to claim for attendance at meetings of the Cabinet.
- 7.8 Requested attendance at meetings of Overview and Scrutiny Committees.
- 7.9 Meetings pursuant to any Joint Arrangements with another or other local authorities whether appointed or established under the Local Government Act 2000 or any other enactment.
- 7.10 Official briefing meetings which relate to an approved meeting as set out in 1.1 and 1.2 above where officers have specifically invited the Member. This scheme does not allow for travelling expenses to be paid to individual Members arranging meetings with officers as this is deemed to be part of the Member's role and Members' allowances paid are calculated to reflect these extra duties. For example: visiting the Council offices to discuss with an officer a matter raised by a member of the public in the Member's Ward.
- 7.11 Site meetings approved in advance by the Council, a committee or sub-committee, and limited to members of the committee or sub-committee in question.
- 7.12 Attending the approved duties as set out in Table 1 of Schedule 5. (Travelling arrangements should be co-ordinated to avoid duplicate claims wherever possible, particularly in instances where a Council Officer is also attending).
- 7.13 There is also a general duty permitting the Leader or nominated deputy to represent the Council at formal meetings not specified elsewhere with other authorities, official bodies or agencies for the purposes of any function of the Council.
- 7.14 Training, induction courses and seminars arranged for Members.
- 7.15 Attending the Council offices in relation to ICT equipment issued by the Council to Members.

- 7.16 The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
- 7.17 The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996.
- 7.18 The carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or sub-committees. Provided always that the approved duties for which Members are eligible to claim travel and subsistence allowance shall not include cases where the Member is acting solely in his/her community role or carrying out ward business.
- 7.19 Co-opted and independent members of Committees, Boards and Panels receive travel allowances in the same way as elected members of the Council.
- 7.20 All claims for travel and subsistence allowances must be submitted to the Democratic Services Section within three months from the date on which the entitlement arises.

8. Dependants' Carers' Allowance

- 8.1 A Dependants' Carers' Allowance shall be available to Members of the Council (a) in such amount or amounts as may be specified in Schedule 7 and (b) subject to such conditions as are set out in Schedule 7 and below.
- 8.2 A Dependant's Carer's Allowance shall only be payable to Members in respect of actual expenditure incurred in connection with or relating to the approved duties set out. The payable cost is for the duration of the specified approved duty plus reasonable travelling time associated with it.
- 8.3 A Dependant's Carer's Allowance shall only be payable to Members in respect of the expense of arranging for the care of a spouse, partner, child, parent, or a person who lives in the same household as the Member otherwise than by reason of being his/her employee, tenant, lodger or boarder.
- 8.4 The carer must not be a member of the claimant's immediate family i.e. spouse or partner, other children of the Member or Member's spouse, or any member of the Member's family who lives at the same address as the Member; nor should it be an employee, tenant, lodger or boarder who lives at that address.
- 8.5 Payment of the allowance shall only be made on satisfactory production of an invoice.
- 8.6 Such allowances paid to a Member shall be unlimited.
- 8.7 All claims for such allowances must be submitted monthly to the Democratic Services Manager.

9. Index Linking

- 9.1 NOT USED

10. Back Dating

10.1 Where an amendment of this Scheme is made which affects an allowance payable for the year in which the amendment is made, the Member's entitlement to such allowance as amended shall apply with effect from the beginning of the year in which the amendment is made.

11. **Repayment**

11.1 Where payment of any allowance has already been made in respect of any period during which the Member concerned is:

- (a) ceases to be a Member of the authority; or
- (b) is in any way not entitled to receive the allowance in respect of that period,

the Council may require that such part of the allowance as relates to any such period shall be repaid to the Council.

12. **Membership of More Than One Authority**

12.1 Where a Member of the Council is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.

13. **Electing To Forgo Allowances**

13.1 A Member may, by notice in writing given to the Section 151 Officer, elect to forego any part of his/her entitlement to an allowance under this Scheme.

14. **Claims and Payments**

14.1 No claim is required for basic allowances and special responsibility allowances. Basic allowances will be paid equally to all Members whilst special responsibility allowances will be paid to those Members who are entitled to them.

14.2 Basic allowances and special responsibility allowances will be paid as follows:

- (i) To enable Members to meet one-off expenses at the start of the year following the ordinary elections of the full Council, the basic allowance will be paid as follows:
 - (a) a payment of £500 at the commencement of the year
 - (b) the balance to be paid by equal monthly payments on or about the 19th day of each month.
- (ii) Special responsibility allowances will be paid by equal monthly instalments on or about the 19th day of each month.

For all subsequent years until the next ordinary elections of the full Council, the Basic Allowance and special responsibility allowances will be paid by equal monthly instalments on or about the 19th day of each month.

14.3 In the case of Travelling and Subsistence Allowance and Dependants' Carers' Allowance claims must be submitted on the appropriate form on a monthly basis and will be paid through the Council's payroll system. In order to facilitate payment, claim forms should be completed in full detail and any appropriate receipts or vouchers must be attached. If the expenses are vatable, a VAT receipt should be enclosed if possible,

to enable the Council to recover the VAT element. The declaration on the form must be completed and signed in every instance.

- 14.4 Members are requested to submit claims by not later than the 25th of each month for payment by direct credit to bank accounts on or about the 19th of the following month. A payment advice slip will be sent directly to Members and further claim forms are available from Democratic Services on request.
- 14.5 The following data must be provided to the Section 151 Officer in order to facilitate the payment:
- (i) Bank address and bank account number.
 - (ii) National Insurance number and, in the case of certain married women, a Certificate of Reduced Liability and, in the case of pensioners, a Certificate of Age Exemption, these certificates being provided by the Department of Work and Pensions.
- 14.5 In the case of a claim for Travelling and Subsistence Allowance or Dependents' Carers' Allowance such claim must be made to the Democratic Services Section within three months from the date on which an entitlement to the allowance arises.

SCHEDULE 1: Basic Allowance

Column 1 (Description)	Column 2 (Amount)
Basic Allowance	£5,000 pa

SCHEDULE 2: Special Responsibility Allowances

Column 1 (Description)	Column 2 (Amount)
Special Responsibility Allowances	
Special responsibility allowances of the amounts shown in Column 2 (where indicated) shall be payable in respect of the following office holders:	
Leader of the Council	£18,000 pa
Deputy Leader of the Council	£9,000 pa
Other Cabinet Members	£6,750 pa
Chairman of the Overview and Scrutiny Committee	£4,500 pa
Chairman of the Planning Committee	£4,500 pa
Chairman of the Governance Committee	£4,500 pa
Chairman of the Regulatory Committee	£1,125 pa
Chairman of the Licensing Committee	£1,125 pa
Chairman of the Dover Joint Transportation Board*	£1,125 pa
Chairman of the General Purposes Committee	£1,125 pa
Vice-Chairman of the Overview and Scrutiny Committee	£1,125 pa
Vice-Chairman of the Planning Committee	£1,125 pa
Vice-Chairman of the Governance Committee	£1,125 pa
Vice-Chairman of the Regulatory Committee	£281 pa
Vice-Chairman of the Licensing Committee	£281 pa
Vice-Chairman of the Dover Joint Transportation Board*	£281 pa
Vice-Chairman of the General Purposes Committee	£281 pa
Leader of the Main Opposition Group where the group has 10 or more members	£5,061 pa

Column 1 (Description)	Column 2 (Amount)
Leader of an Opposition Group with a membership of between 5 and 9 members	£232 pa
Leader of an Opposition Group with less than 5 members	None
Deputy Leader of the Main Opposition Group where the group has 10 or more members	£2,250 pa
Deputy Leader of an Opposition Group with less than 10 members	None
Members of the Shadow Cabinet	£2,250 pa
Members of the Licensing Committee	£315 pa

(*) The Chairmanship and Vice-Chairmanship alternate between Kent County Council and Dover District Council.

SCHEDULE 3: Civic Allowances

Column 1 (Description)	Column 2 (Amount)
Chairman of the Council	£5,300 pa
Vice-Chairman of the Council	£1,400 pa

SCHEDULE 4: Independent Person(s)

Column 1 (Description)	Column 2 (Amount)
Independent Person(s)	£927 pa

SCHEDULE 5: Travelling and Subsistence Allowance

List of approved duties attendance at which travelling and subsistence allowance may be claimed for:

Body	Number of representatives
Action with Rural Communities in Kent	2
Deal Fairtrade Steering Group	1
Deal and Sandwich Coastal Community Team	2
Dover Coastal Community Team	2
Dover Deal & District Citizens Advice Bureau	2
Dover Fairtrade Steering Group	1
	1
	2
East Kent Spatial Development Company	1
Industrial Communities Alliance	1
JAC Kent Downs AONB Partnership	1
Kent County Playing Fields Association	1
Kent Leaders' & Chief Executives' Forum	1
Local Enterprise Partnership Board and Executive	1
Local Government Association – General Assembly	1
Local Government Association – Rural Commission	1
Patrol (National Parking Adjudication Service)	1
Kent Police and Crime Panel	1
River Dour Partnership	1
River Stour (Kent) Internal Drainage Board	2
Sandwich & Pegwell Bay National Nature Reserve Management Committee	1
South East England Councils (Secretary & Executive)	1
Tourism South East	1

Travel expenses claims in respect of attendance at meetings of other bodies to which the Member has been appointed or any outside body to which the Member are appointed as a trustee would need to be submitted to relevant Charity/Trust not Dover District Council.

Conferences attended by Members:

Conference	Number of representatives
Local Government Association Annual Conference	3

Subsistence Allowances

Subsistence allowance shall only be paid for actual expenses incurred and with proper receipts and shall not exceed:

- (a) In the case of absence, not involving an absence overnight, from the Member's usual place of residence:

Allowance	Rate	Conditions
Breakfast Allowance	£6.45	Absence to exceed 4 hours before 11.00am
Lunch Allowance	£8.91	Absence to exceed 4 hours and to include the lunch period between 12 noon to 2.00 pm.
Tea Allowance	£3.53	Absence to exceed 4 hours and to include the period 3.00 pm to 6.00 pm.
Evening Meal Allowance	£11.03	Absence to exceed 4 hours, period of time ending after 7.00pm

- (b) Members who are required to make overnight stays in the performance of their official duties should, wherever possible, pre-book accommodation of an appropriate standard and obtain approval from the Leader of the Council. Arrangements should be made for an invoice to be submitted directly to the Council. If this is not possible a detailed VAT receipt MUST be obtained to substantiate the claim. Alcoholic drinks may not be included in any claim.

Travelling Allowances

The rate for travel by a Member's own car shall not exceed 40p per mile. Where a Member takes as a passenger another Member or person to whom a travelling allowance would otherwise be paid, the Member may claim an extra 1p per passenger (not exceeding 4) per mile.

- (a) The rate for travel by a Member's own solo motorcycle shall not exceed, according to the cylinder capacity of the engine, the following:

engines not exceeding 150cc	8.5 per mile
engines exceeding 150cc but not exceeding 500 cc	12.3 per mile
engines exceeding 500cc	16.5 per mile

- (b) The rate for travel by bicycle shall not exceed 20p per mile.
- (c) For journeys outside Kent the second class rail fare is paid (irrespective of whether the Member chooses to use a car), although any taxi fares, parking charges and underground fares incurred as part of the journey may still be claimed for separately. Where it is impracticable for a Member to travel by train because the venue is difficult to get to within the time allowed, or to avoid an overnight stay, or extra passengers/luggage has to be taken, car mileage may be allowed at the appropriate rate provided that a self-certification form explaining why it is impractical has been completed and submitted to Democratic Services prior to the journey.

- (d) Second class rail fares, bus fares, essential taxi fares and gratuities, car parking fees, tolls etc necessarily incurred may be claimed subject to the provision of receipts. Rail fares should be pre-booked wherever possible to achieve reduced fares.
- (e) All claims for travel and subsistence allowances must be submitted to the Democratic Services section within three months from the date on which the entitlement arises.

SCHEDULE 6: Index Linking Arrangements

Allowance	Index
Index Linking	
Basic and Special Responsibility Allowances and Co-optees Allowance	NOT USED
Travel and Subsistence Allowances	NOT USED
Dependants' Carers' Allowance	NOT USED

SCHEDULE 7: Dependent Carers Allowance

Column 1 (Description and Conditions)	Column 2 (Amount)
Dependants' Carers' Allowance	At actual expenditure incurred

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**COMPARISON OF THE PROPOSED MEMBERS' ALLOWANCE SCHEME 2022/23 AGAINST
THE LAST QUADRENNIAL REVIEW OF THE EAST KENT JOINT INDEPENDENT
REMUNERATION PANEL**

Position	Number	Dover District Council Proposed 2022/23 (£)	EKJIRP Recommended Levels (£)
Basic Allowance	32	5,000	7,590
Chairman of the Council	1	5,300	5,300
Vice-Chairman of the Council	1	1,400	1,400
Leader	1	18,000	18,974
Deputy Leader	1	9,000	12,523
Cabinet Member	5	6,750	11,384
Opposition Group Leader (>10 members)	1	5,061	6,261
Opposition Group Leader (5-9 members)	0	232	1,897
Opposition Group Leader (<5 members)	1	0	0
Opposition Deputy Group Leader (>10 members)	1	2,250	3,795
Opposition Deputy Group Leader (5-9 members)	0	0	0
Opposition Deputy Group Leader (<5 members)	1	0	0
Shadow Cabinet	5	2,250	3,795
MAJOR Committee Chairman (Planning / Governance / Scrutiny)	3	4,500	9,487
MAJOR Committee Vice-Chairman (Planning / Governance / Scrutiny)	3	1,125	3,795
MINOR Committee Chairman (Regulatory/Licensing/JTB/General Purposes)	4	1,125	3,795
MINOR Committee Vice-Chairman (Regulatory/Licensing/JTB/General Purposes)	4	281	1,897
Member of the Licensing Committee	15	315	0
Independent Person	2	927	927

Travel and Subsistence

The Panel recommends that travel and subsistence allowances be no greater than the levels set by HMRC.

COMPARISON OF THE MEMBERS' ALLOWANCE SCHEME 2021-22 AGAINST OTHER KENT AUTHORITIES

Authority	Basic Allowance	Leader's Allowance ¹	Deputy Leader ¹	Cabinet Member Allowance	Scrutiny Chairman	Planning Committee Chairman	Governance Committee Chairman ²	Main Opposition Leader
Dover	5,000.00	18,000.00	9,000.00	6,750.00	4,500.00	4,500.00	4,500.00	5,061.00
Ashford	4,912.23	16,068.94	10,712.62	8,034.28	6,427.57	6,427.57	5,356.31	246.95 per member
Canterbury	5,739.12	19,953.70	6,013.45	n/a	n/a	6,013.45	2,733.43	146.51 per member
Dartford	5,439.00	34,082.00	18,177.00	9,089.00	2,272.00	5,453.00	2,272.00	9,089.00
Folkestone & Hythe	5,554.00	24,434.00	12,218.00	11,107.00	6,387.00	6,387.00	6,387.00	8,331.00
Gravesham	4,955.00	22,297.00	9,910.00	4,955.00	2,478.00	4,955.00	1,239.00	4,955.00
Maidstone	5,065.00	20,002.00	n/a	n/a	n/a	8,000.00	4,000.00	402.63 per member
Sevenoaks	5,617.00	20,550.00	12,330.00	7,193.00	2,569.00	5,138.00	2,569.00	277.00 per member
Swale	5,663.94	20,956.78	12,574.27	12,574.27	6,287.14	7,334.82	2,095.37	6,287.14
Tunbridge Wells	5,500.00	19,250.00	11,000.00	11,000.00	1,375.00	5,500.00	1,375.00	275.00 per member
Tonbridge & Malling	5,283.00	18,384.00	8,400.00	8,400.00	2,500.00	2,500.00	2,500.00	1,250.00 plus 250.00 per member
Thanet	4,570.00	18,082.00	10,776.00	7,990.00	3,995.00	5,204.00	5,204.00	5,762.00

Authority	Basic Allowance	Leader's Allowance	Deputy Leader	Cabinet Member Allowance	Scrutiny Chairman	Planning Committee Chairman	Governance Committee Chairman*	Main Opposition Leader ³
Kent Average⁴	5,299.84	21,278.22	11,211.13	8,926.95	3,117.34	5,719.35	3,248.28	4,617.65

¹ Canterbury City Council and Maidstone Borough Council do not operate executive arrangements having opted to adopt a committee system model of governance. The Chairman and Vice-Chairman of the Policy & Resources Committee are used as the equivalent to the Leader and Deputy Leader respectively if no SRA is specified.

² Audit Committee used if no equivalent to the DDC Governance Committee.

³ Where a per member allowance is awarded the largest opposition party leader has been used to calculate the allowance at each authority (as at January 2022)

⁴ All Kent District/Borough Councils with an allowance (excluding Dover District Council)

Members' Allowance Scheme 2022/23

The recommendations of the East Kent Joint Independent Remuneration Panel are to follow.