



Council – 18 July 2011

Members' Allowances – Town and Parish Councils

Purpose of report

This report seeks confirmation of this Council's approach to the compliance with the legislation which enables parish and town councils to pay their members basic, travelling and subsistence allowances.

Attachment(s)

None

1.0 Background

- 1.1 Enquiries have been made to the Monitoring Officer and Deputy Monitoring Officer by some parish and town council clerks on the process to be followed if they wish to amend or adopt a scheme for members' allowances.
- 1.2 The Local Authorities (Members' Allowances) (England) Regulations 2003, as amended, allow parish and town councils to pay their members basic allowances (regulation 25) and travelling and subsistence allowances (regulation 26). Basic allowances can be paid to the chairman only or to all members. It is possible to set the level of basic allowance to include elements to cover expected expenditure on travel and subsistence, and therefore have only one type of allowance.
- 1.3 However, parish and town councils, in setting the levels of allowances, must have regard to the recommendations of the "Parish Remuneration Panel" (PRP). This operates on a similar principle to the District Council's panel which recommends the level of members' allowances. The legislation appears to imply that this Council (as the "responsible authority" in the legislation) should be setting up a PRP, but it is possible to interpret the legislation as requiring the parish and town councils to use the same Remuneration Panel as the District Council.

2.0 Choice of Panel

- 2.1 In the past, we have used the Welland Remuneration Panel to recommend the level of members' allowances here. Although there was some discussion about the possibility of using an alternative panel for future reviews, no formal decision has been taken regarding an alternative.
- 2.2 For the purposes of town and parish council allowances, therefore, it is proposed that any town or parish council wishing to review or introduce allowances should be advised to contact the Welland Remuneration Panel.

3.0 Statutory Requirements on Parish and Town Councils

- 3.1 After a parish or town council has set levels of basic allowance, it must arrange for the publication of a notice - in a conspicuous place or places in its area for a period of at least 14 days – containing details of the recommendations of the remuneration panel; the levels of allowance and the members to whom it will be paid; and a statement that, in reaching the decision on the level, it has had regard to the recommendations of the parish remuneration panel (regulation 25(6)).
- 3.2 There is also a requirement to publish, at the end of the fiscal year, the amounts of basic allowances paid to individual members (regulation 31(3)).

4.0 Equality and Diversity Issues

4.1 There are no equality and diversity issues.

5.0 Legal Implications

5.1 The council is required to comply with the regulations mentioned in paragraph 1.2.

6.0 Risk Management

6.1 There are no significant risks to the council in relation to the recommendation.

7.0 Financial Implications

7.1 There are no financial implications on this council arising from the report, as the regulations provide that the cost of using the remuneration panel should be shared by the parish or town councils concerned (regulation 27(4)).

8.0 Corporate Outcomes

8.1 High Quality Service Delivery (satisfied town and parish councils).

9.0 Recommendation

9.1 It is recommended that

Any Town or Parish Council wishing to review or introduce members' allowances be advised to contact the Welland Remuneration Panel to make recommendations and that the principle of Town and Parish Councils meeting any costs associated with the work of the panel be endorsed.

(Reason – to comply with the requirements of legislation, which requires parishes to be guided by a Parish Remuneration Panel “established” by the District Council)

Legal	Power: The Local Authorities (Members' Allowances) (England) Regulations 2003, as amended				
	Other considerations:				
Background Papers: None					
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Date: 22 June 2011					
CFO		MO		CX	

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