

**Coventry City Council Independent Remuneration Panel
Members' Allowances Scheme
Report of Panel Meeting held 15 May 2013**

Background:

The Panel membership was comprised of three people, who were all present:

- Darren Jones
- Professor David Bailey
- Lieutenant Colonel Peter Stanworth.

Panel objectives:

1. To review the City Council's scheme of Member Allowances and Expenses in accordance with the provisions of the Local Authorities (Members Allowances) Regulations 2003 (as amended) with specific focus on the remuneration of a new Deputy Cabinet Member role; and
2. To make recommendations to the City Council on any amendments to the scheme that the Panel considers necessary or appropriate.

The Terms of Reference for the Panel are shown in full in Appendix 1.

Methodology followed by the Panel:

The Panel took account of the following information and feedback:

- the ten Cabinet Member portfolios for 2013/14, with three of these being allocated a new position of Deputy Cabinet Member; (Appendix 2)
- the role description and function of the new Deputy Cabinet Member position at Coventry (Appendix 2);
- the existing numbers and levels of allowances paid to elected members at Coventry City Council, both basic and Special Responsibility Allowances (Appendix 2);
- benchmarking information on the role and remuneration (Special Responsibility Allowances) for similar Deputy Cabinet Member roles in three other councils (Appendix 3);
- budget savings of £21,907 in 2013/14 from a reduced number of appointments that are subject to allowances;
- a Panel interview with Cllr Phil Townshend, the Deputy Leader and Cabinet Member for Community Safety and Equalities; and
- a statement from the Leader of the Opposition.

Panel conclusions on remuneration of the Deputy Cabinet Member role:

The Panel discussed the role the new Deputy Cabinet Member posts, the scope and depth of these, as well as the background to how current allowances had been arrived at and the regulatory requirements for reviewing these allowances. After looking at the evidence of the way this role works in Councils elsewhere, and the levels of allowances given to members, the Panel concluded that the role ought to be remunerated.

The Panel concluded that, given the current responsibilities and allowances framework at the City Council and remuneration benchmarking evidence from elsewhere, a remuneration of 50% of the Cabinet Member Special Responsibility Allowance (£5,150) would be proportionate and appropriate. This is also based on the proposed role description and current policy/portfolio priorities, especially within the 3 Portfolios assigned Deputy Cabinet Members, as set out by the Deputy Leader of the Council during the Panel's interview.

The Panel also recommended that this be set for 12 months and reviewed at that point, in the light of experience with the new role during that period.

In reviewing the existing framework of allowances, members of the Panel commented upon the relatively low remuneration level for the position of Leader of the Opposition, and suggested that a review of this particular Special Responsibility Allowance (SRA) ought to be included within the Terms of Reference of a future meeting of the Independent Remuneration Panel.

Panel Recommendations:

1. That the Deputy Cabinet Member position be subject to a Special Responsibility Allowance of receive £5,140 per annum (50% of the Cabinet Member SRA), with effect from 16 May 2013, and that the Members' Allowances Scheme be amended accordingly.
2. That the Deputy Cabinet Member SRA be reviewed after 12 months, in the light of experience.
3. That the Special Responsibility Allowance for the Leader of the Opposition be reviewed at a future meeting of the Independent Remuneration Panel.

**COVENTRY CITY COUNCIL
TERMS OF REFERENCE FOR INDEPENDENT REMUNERATION PANEL FOR
MEMBERS' ALLOWANCES SCHEME 2013/14**

An Independent Remuneration Panel is being appointed to review and make recommendations to the City Council about remuneration levels for the forthcoming changes to positions (which are being introduced at the 16 May Annual General Meeting of Council).

Remuneration levels paid to members are set out within Coventry City Council's Scheme of Members' Allowances and Expenses. Any recommendations from the Panel will, subject to approval at Council, be reflected in a revised Scheme.

With a recent change in leadership at Coventry City Council, a new role has been created to support Cabinet Members on the Executive, that of the Deputy Cabinet Member. Three Deputy Cabinet Members will be formally appointed at the Annual General Meeting. This role is the first priority for a Panel to address in 2013/14.

The Audit Committee's scope and terms of reference is also being expanded to include Procurement; it will be renamed the Audit and Procurement Committee.

Membership and appointment of the Independent Remuneration Panel

The Panel will consist of up to 5 independent people, appointed by the Council's Director of Customer and Workforce Services after consulting both political Group Leaders. Panel members will represent a range of community interests and experiences.

The Panel members may be remunerated to compensate for time committed to this work. This will be by payments of £125 per Panel meeting. Panel members can choose whether to receive such payments or make alternative arrangements such as a charitable donation.

Panel Terms of Reference

1. To review the City Council's scheme of Member Allowances and Expenses in accordance with the provisions of the Local Authorities (Members Allowances) Regulations 2003 (as amended) with specific focus on the remuneration of a new Deputy Cabinet Member role; and
2. To make recommendations to the City Council on any amendments to the scheme that the Panel considers necessary or appropriate.

Timetable

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|-----------|---|
| 15 May | Meeting of Panel members. Background information discussed for Deputy Cabinet Member role. Discussion about the use of this role and remuneration levels elsewhere and what the role entails at Coventry. Agreement on recommended remuneration levels, to go to Council. |
| June 2013 | Panel's recommendations are shared with Group Leaders and will be set before Council. The recommendations will be published on the Council's website. Following the meeting of Council, the Members' Allowances and Expenses scheme is amended and published online. |

Independent Remuneration Panel May 2013: Member details

Lieutenant Colonel Peter Stanworth (Ret'd), OBE, from Burton Green, worked as a Consultant Neurosurgeon at the University Hospitals Coventry and Warwickshire NHS Trust for 20 years until 2002, and has continued with an Honorary Contract since then. He also is a visiting consultant at the Queen Elizabeth Hospital, Birmingham.



He recently retired after almost 50 years in the Territorial Army, mainly in the Royal Army Medical Corps, and pioneered neurosurgery on the frontlines of Kuwait, Kosovo, Cyprus, Iraq and Afghanistan. He revolutionised the treatment of head injuries in war zones around the world as a Territorial Army volunteer.

He is Chairman of the Coventry and N. Warwickshire committee of the Army Benevolent Fund, which is involved in raising funds for soldiers, ex-servicemen and their families. He also is Chairman of Kenilworth Probus.

Professor David Bailey is Professor of International Business Strategy and Economics at Coventry University Business School. He is also Vice-Chair of the Regional Studies Association, a blogger and columnist at The Birmingham Post and Coventry Telegraph, and a media commentator on business and the economy.



He has been involved in several international research projects, including a recent ESRC project on the Economic and social impact of the MG Rover collapse. Other recent funding came from Advantage West Midlands, the Audit Commission, European Commission INTERREG III funding, and MG Motors Ltd.

He has an international profile and is frequently invited to give plenary keynote addresses at high profile international conferences and to chair major events and plenaries.

Darren Jones, Chair of Governing Body, Arden Commissioning Support Unit (NHS), and Non-Executive Chairman, KM&T since June 2004.



Darren is also a Non-Executive Director of Print 5 and Link Mailing Limited. He was previously a Non-Executive Director of Arden Cluster NHS from September 2011 to March 2012, and Vice Chairman of NHS Coventry from June 2007 to September 2011. Darren was President of Coventry & Warwickshire Chamber of Commerce between 2007 and 2009.

He has founded and ran companies in both manufacturing and service industries. KM&T has global offices delivering Lean, change and organisational efficiencies. KM&T works for globally leading organisations in sectors such as: Healthcare, Rail Infrastructure, Automotive, Mining, Marine, Aerospace, Pharma and Food. It has offices in UK, Australia, Singapore, North America, Brussels, New Zealand and North America.

Background note to the Role of Deputy Cabinet Member

Coventry City Council Members' Allowances Scheme (revised July 2012)

The scheme is part of the Council's Constitution (Part 6), and is published online at www.coventry.gov.uk/constitution. Allowances are reviewed by an Independent Remuneration Panel either at least once every four years, or when there is a significant change to a role or when a new role has been created. A Panel met last year to fully review Members' Allowances and Expenses; this reported in July 2012.

Extract from the 2012 Scheme:

A **Basic Allowance** of £12,872 will be paid to each Member.
Special Responsibility Allowances will be paid to those Members who are appointed to the positions that are listed in the schedule below, or who are otherwise authorised by the Council to perform the duties which attach to those positions. No Member may receive more than one special responsibility allowance.

Position	£ p.a.	Position	£ p.a.
Leader of the Council	£23,169	Deputy Leader of the Council	£16,731
Other Cabinet Members	£10,299	Leader of the Opposition Group	£3,860
Scrutiny Co-ordination Committee Chair	£10,299	Planning Committee Chair	£6,439
Scrutiny Co-ordination Com Deputy Chair	£2,578	Planning Committee Deputy Chair	£2,578
Scrutiny Board Chairs	£6,439	Licensing & Regulatory Committee Chair	£6,439
Scrutiny Board Deputy Chairs	£2,578	Licensing & Regulatory Com Deputy Chair	£2,578
Audit Committee Chair	£6,439	Ethics Committee Chair	£1,000
Audit Committee Deputy Chair	£2,578	Member on Fostering Panel	£2,578
		Member on Adoption Panel	£2,578

Changes in May 2013

Three new Deputy Cabinet Member roles are being appointed to at the Annual General Meeting on 16 May 2013. The number of Scrutiny Boards has been reduced to 5, from 6 last year. No Deputy Chairs of Scrutiny Boards have been appointed this year. These changes have resulted in a saving of £21,907 per annum on the Member Allowances budget.

May 2013 Cabinet Member and Deputy Cabinet Member portfolios

Cabinet member	Portfolio	
Leader (Policy & Leadership) Cllr Mrs Lucas	Corporate Plan Scrutiny External relations/public relations Image and reputation Partnership companies Liaison with Management Board	Emergency Planning Regional Matters Risk Management Local Enterprise Partnership Marmot City Domestic Violence and Sexual Exploitation
Deputy Leader (Community Safety and Equalities) Cllr Townshend	Community Centres Community Safety Community Cohesion Refugees and Asylum Seekers Voluntary Sector Welfare Advice Services Public Protection and Licensing Democratic Services (incl. Lord Mayor's)	Equalities Legal Services Training (Members) Neighbourhood Services Constitutional Matters Delivering Agenda for Change Deputising on Leader items

Cabinet member	Portfolio	
Cabinet Member (Strategic Finance and Resources) Cllr Gannon	Strategic Finance including Budget Setting External Resources Operational Finance incl Revenues and Benefits Service Transformation Procurement Value for Money Medium Term Financial Strategy	Corporate Service Performance, Policy and Quality Human Resources e-Government Key Staff Recruitment and Retention Information Technology and Customer Services Health and Safety Single Status
Cabinet Member (Children and Young People) Cllr Duggins Deputy: Cllr Innes	Children and Families Children and Young People's Social Care Young People	Youth Offending Service Safeguarding S19 Children Act 2004 Lead Member
Cabinet Member (Education) Cllr Kershaw Deputy:Cllr Howells	Post 16 Education and Training Schools Early Years Libraries	Adult Education Higher and Further Education (incl Universities)
Cabinet Member (Business, Enterprise and Employment) Cllr Kelly	Community Economic Development City Centre International Liaison (except Lord Mayor's) Inward Investment Events	Property Urban Regeneration Regional Housing and Planning Transportation Tourism and Marketing
Cabinet Member (Public Services) Cllr Lancaster	Building Cleaning Catering Highways and Lighting Licensing Policy (Hackney Carriage and Private Hire)	Street Services (Grounds Maintenance, Refuse, Street Cleaning) Waste Management Flood Management Building Services
Cabinet Member (Energy and Environment) Cllr A. Khan	Agenda 21 Climate Change Strategy and Development Carbon Footprint Energy Conservation and Renewal Green Travel	Nottingham Declaration Sustainability Energy Policy Fuel Poverty Environment Parks
Cabinet Member (Health and Adult Services) Cllr Gingell Deputy: Cllr Caan	Social Care for Adults, Older People and People with Disabilities Carers	Health Strategy and Policy Health Inequalities Local Health Economy
Cabinet Member (Housing and Heritage) Cllr Ruane	Archives Arts Heritage Museums	Conservation Sport Housing

**Coventry City Council
Independent Remuneration Panel May 2013**

Proposed Deputy Cabinet Member role –to be set out in the Constitution

Deputy Cabinet Member Role and Responsibilities

1. To support the Cabinet Member in carrying out his/her responsibilities.
2. To deputise for the Cabinet Member at meetings including Cabinet, and any other relevant meetings or external events.
3. To attend Scrutiny Board or Scrutiny Co-ordination Committee meetings as required, answering questions and speaking on behalf of the Cabinet Member.
4. To maintain awareness of policy developments, and advise the Cabinet Member of key developments.
5. To bring to the attention of the Cabinet Member issues of concern to members who are not part of the Executive.
6. To undertake research and any other tasks under the direction of the Cabinet Member.
7. To liaise with relevant officers to be up to date with service developments and ensure the Cabinet Member is informed of key issues, and to be consulted in the absence of the Cabinet Member where this is required in the Scheme of Delegation.

Note: Deputy Cabinet Members may attend and speak at meetings of the Cabinet, but cannot vote and are not members of the Executive.

Functions of Cabinet:

Deputy Cabinet Members:

The Leader may appoint Deputy Cabinet Members as non-executive Members, to advise and support Cabinet Members in carrying out their role. Deputy Cabinet Members may deputise for the relevant Cabinet Member in his/her absence as set out in the Cabinet Procedure Rules. Deputy Cabinet Members may not discharge any function given to the Cabinet Member and are not members of the Executive.

Cabinet Procedure rules:

A Deputy Cabinet Member may be nominated by a Cabinet Member to attend a meeting of the Cabinet if he/she is not able to attend. Deputy Cabinet Members may attend and speak at meetings of the Cabinet, but cannot vote and are not members of the Executive.

**Coventry City Council
Independent Remuneration Panel May 2013
Deputy Cabinet Member Role Benchmarking Information**

Benchmarking information has been obtained from 3 councils with this role in place, about the purpose of the role and the remuneration levels for:

- Lambeth Metropolitan Borough Council
- Newcastle City Council
- Norfolk County Council.

Lambeth Metropolitan Borough Council

Lambeth has a cabinet of 10 members, and it has appointed 3 Deputy Cabinet Members.

Reference in Constitution to the role: [Constitution, Section 1:]

8.6 Deputy Cabinet Members, Champions or other Lead Members

Other Members of the Council may, from time to time, be designated by the Leader (subject to report for information to Council) as a Deputy Cabinet Member, Champion or Lead Member for a particular activity or range of activities. Such a Member will not be a Cabinet Member and will not participate in decision making but may work closely with the relevant Cabinet Member. Whilst a Deputy Cabinet Member shall not be a Member of any Scrutiny committee or sub-committee, this is permissible for Champions.

Remuneration -Cabinet Deputies:	£
Deputy Cabinet Member for Customer Services	10,905
Deputy Cabinet Member for Older People	10,905
Deputy Cabinet Member for Young People	10,905
Special Representative for Tackling Violent Youth Crime	10,905
Cabinet Member	28,518
Chair of Scrutiny Committee	10,905
Leader of Council	40,617
Deputy Leader of Council	28,518

Norfolk County Council

There are 10 Cabinet Members and up to 7 Deputy Cabinet Members/Cabinet Support Members. In 2012/13, Norfolk appointed 5 Deputy Cabinet Members and no Cabinet Support Members. The 5 deputies were appointed to the following portfolios:

- Planning and transportation
- Environment and waste
- Childrens' services
- Adult Social Services
- Vulnerable children, voluntary sector and localism.

Remuneration levels:

Leader of the Council £26,111

	£	% of Leader's remuneration
Deputy Leader of the Council	£16,972	65%
Cabinet Member	£13,055	50%
Deputy Cabinet Members	£6,528	25%
Cabinet Support Members	£3,917	15%

If at any time there are 7 Deputy Cabinet Member Posts, the rate of the Deputy Cabinet Member SRA will reduce to £5,595.

Deputy Cabinet Member Role and Responsibilities (in Part 2 of Constitution)

1. To deputise for the relevant Cabinet Member at meetings of the Cabinet and full Council when the Cabinet Member cannot be present and to answer questions at those meetings on behalf of the Cabinet Member.
2. To support the Cabinet Member in undertaking his/her responsibilities effectively.
3. To attend and contribute at meetings and pre-agenda meetings of the relevant Overview and Scrutiny Panel, deputising, answering questions and speaking on behalf of the Cabinet Member where necessary.
4. To represent the relevant Cabinet Member at other appropriate meetings.
5. In the absence of the relevant Cabinet Member to be the Senior Member who a Chief Officer consults under the constitution in appropriate cases before exercising delegated powers.
6. To undertake specific tasks, research and investigations as directed by the relevant Cabinet member within their areas of responsibility.
7. To attend conferences, seminars and meetings as requested by the Cabinet Member.
8. To keep abreast of current policy and development initiatives.
9. To meet regularly with the relevant Cabinet Member and advise him/her on policy development in relation to decision-making.
10. To meet regularly with relevant senior officers in order to keep fully apprised of relevant service issues and advise the Cabinet Member.
11. To attend regular policy and review meetings with the Cabinet Member and the relevant Director and senior officers.

12. To liaise with non-executive members in order to ensure that the Cabinet Member is fully aware of issues which are of concern to members.
13. To carry out any other appropriate duties as directed by the relevant Cabinet member.

Other constitutional references:

Article 7: The Executive:

7.8 Cabinet Support Members

The Leader may appoint non-executive Members as Deputy Cabinet Members and Cabinet Support Members to advise and assist Cabinet Members and who deputise for the relevant Cabinet Member in his/her absence in accordance with the Cabinet Procedure Rules as set out in Appendix 11. Such Members may not discharge any function given to the Cabinet Member and are not members of the Executive.

Appendix 11 Cabinet Procedure rules

Attendance Rights of Members

8. If a Cabinet member is unable to attend a meeting of the Cabinet he/she may nominate a Deputy Cabinet Member or Cabinet Support member or another member approved in advance by the Leader to attend in his/her place. These members may attend and speak at meetings of the Cabinet but may not vote and are not members of the Executive.

Newcastle City Council

Newcastle has 6 Cabinet Members and 9 Deputy Cabinet Members

Cabinet members

	£	Formula
Leader of the Council	£16,550	2 x Basic Allowance
Deputy Leader of Council	£8,275	1 x Basic Allowance
Children's Services	£6,207	75% x Basic Allowance
Adult Services	£6,207	
Communities	£6,207	
Investment and Development	£6,207	

Deputy Cabinet Members

Child Poverty	£4,138	50% x Basic Allowance
Neighbourhoods	£4,138	
Public Health	£4,138	
Age Friendly City	£4,138	
Customer Service	£4,138	
Housing	£4,138	
Community Safety and Regulation	£4,138	
Skills Business and Enterprise	£4,138	
Performance and Resources	£4,138	
Chair of Scrutiny Committee	£4,138	50% x Basic Allowance

Constitution Part 3

Deputy Cabinet Members

4.7 The following Deputy Cabinet Members will assist, particularly in relation to the following parts of the relevant Portfolios: Part of Portfolio	Deputy Cabinet Member
(a*) Skills, Business and Enterprise	Cllr Michael Johnson, North Heaton Ward
(b*) Performance and Resources	Cllr Marion Talbot, Fenham Ward
(c*) Customer Service	Cllr Sophie White, South Heaton Ward
(d*) Adult Care Services	Cllr Ann Schofield, Elswick Ward
(e*) Culture and Leisure	Cllr Ged Bell, Kenton Ward
(f*) Early Intervention and Prevention	Cllr Jane Streater, Kenton Ward
(g*) Environment and Transport	Cllr Nigel Todd, Elswick Ward
(h*) Housing	Cllr Mike Burke, Denton Ward
(i*) Community Safety and Regulation	Cllr Linda Hobson, Westerhope Ward