

# SCRUTINY PROJECT PLAN

## Review of the Councillors' Allowances Scheme

# APPENDIX A

### SECTION ONE – Project Definition Form

<b>Project Title</b>		<b>Review of Councillors' Allowances Scheme</b>	
<b>Executive Summary – What will this review do?</b>		To scrutinise the current Councillors' Allowances Scheme to ensure that the Scheme remains relevant to Havant Borough Council in the present climate for Local Government.	
<b>Link with the Corporate Strategy and Business Plans</b>		An attractive remuneration scheme for Councillors will attract a high calibre of Councillors which will contribute towards the Council's drive towards public service excellence.	
<b>Objectives</b>	<b>Objective</b>	<b>How will we achieve this</b>	
	<b>Basic Allowance</b>		
	To ascertain whether the current basic allowance is reasonable	<ul style="list-style-type: none"><li>• Survey of all Councillors</li><li>• Benchmarking exercise of other Councils in Hampshire</li><li>• Interviews with a selected number of Councillors</li><li>• Advice from Chief Finance Officer</li><li>• Consideration of government and other guidance</li><li>• Increases to staff salaries since the last review</li></ul>	
	<b>SRAs</b>		
	To ascertain whether the current allowances are reasonable & to consider whether the current structure of payments is acceptable	<ul style="list-style-type: none"><li>• Survey of all Councillors</li><li>• Responses to additional questionnaires sent to Councillors receiving SRAs</li><li>• Interviews with a selected number of Councillors who receive SRAs</li></ul>	

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		<ul style="list-style-type: none"><li>• Benchmarking exercise of other Councils in Hampshire</li><li>• Advice from Chief Finance Officer</li><li>• Consideration of government and other guidance</li><li>• Increases to staff salaries since the last review</li></ul>
	<b>Other Allowances</b>  To ascertain whether the current allowances are reasonable	<ul style="list-style-type: none"><li>• Survey of all Councillors</li><li>• Interviews with a selected number of Councillors</li><li>• Benchmarking exercise of other Councils in Hampshire</li><li>• Advice from Chief Finance Officer</li><li>• Consideration of government and other guidance</li><li>• Increases to staff salaries since the last review</li></ul>
	<b>Indexation of Allowances</b>  To consider whether Councillor Allowances should be index linked with staff salaries	
<b>Success Criteria</b>	The project will be considered successful if by the end of the study, the Panel has completed all the objectives and made recommendations to the Board	

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### ***SECTION TWO – Who Will Be Involved***

<b><i>Project Team</i></b>	
<b><i>Scrutiny Panel</i></b>	Councillor P Bains, Crellin (Chairman), Hart and Robinson
<b><i>Support Team</i></b>	
<b><i>Cabinet Lead</i></b>	Councillor Pike

### **Witnesses to Interview**

<b><i>Who?</i></b>	<b><i>Why?</i></b>	<b><i>When?</i></b>
<b><i>Lydia Morrison, Chief Finance Officer</i></b>	<ul style="list-style-type: none"> <li>To obtain advice on the financial implications of changes to the scheme</li> </ul>	Throughout the Review. Attended meetings of the Panel held on 29 August and 5 September 2018.
<b><i>A selected Number of Councillors, who currently receive a SRAs</i></b>	<ul style="list-style-type: none"> <li>To gather evidence on the workload associated with an SRA</li> <li>To obtain views on the different levels of SRAs and their purpose</li> <li>To discuss potential changes to the levels of SRAs</li> <li>To discuss the index linked allowances</li> </ul>	11 September 2018
<b><i>A selected Number of Councillors</i></b>	<ul style="list-style-type: none"> <li>To gather evidence on the Councillors' workloads</li> <li>To obtain views on the level of the Basic Allowance and its purpose</li> </ul>	11 September 2018

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	<ul style="list-style-type: none"><li>• To discuss potential changes to the level of the Basic Allowance</li><li>• To discuss the index linked allowances</li></ul>	
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### Evidence to Gather

**Members Remuneration - Models, issues, incentives and barriers** by the Councillors Commission Dec 2007

**Guidance on Members' allowances for local authorities in England** by the OPDM 2006

**The Local Authorities (Members Allowances) Regulations 2003**

HRMC Guidance

**Analysis of a Benchmarking Survey of Other District/Borough Councils in Hampshire**, Havant Borough Council

**Results of a Members' Allowances Survey**, Havant Borough Council

**Background Information on the Special Responsibility Allowances and Changes Since 2016**, Havant Borough Council

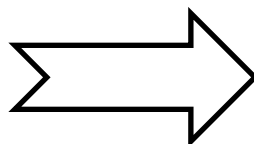
**Key Documents Relating to the Previous Councillor Allowances Review**, Havant Borough Council

Current Councillor Allowances Scheme, Havant Borough Council

## SCRUTINY PROJECT PLAN

### ***Projected Start Date***

***6 August 2018***

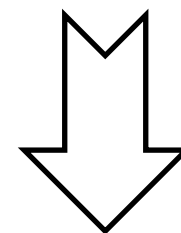


### **Projected Timescales for:**

**Evidence gathering – 6 August to 14 September 2018**

**Interviews– 11 September 2018**

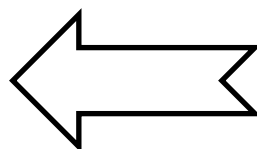
**Evidence Analysis – September 2018**



### ***Dates for:***

***Report to Scrutiny Board – 19 September 2018***

***Report to Cabinet/Council – 26 September 2018***



### **Project Report Deadlines**

**Draft Report Produced – 14 September 2018**

**Panel to Agree Final Report – 17 September 2018**