



Council (Annual Meeting)

Wednesday 19 May 2021
12.00 pm

**Ponds Forge International Sports
Centre, Sheaf Street, Sheffield, S1
2BP**

The Press and Public are Welcome to Attend – Please see “PUBLIC ACCESS TO THE MEETING” below, for details of how to access the meeting, and the safety measures which will apply.

COUNCIL (ANNUAL MEETING)

Wednesday 19 May 2021, at 12.00 pm

MEMBERS OF THE COUNCIL

THE LORD MAYOR (Councillor Tony Downing)
THE DEPUTY LORD MAYOR (Councillor Gail Smith)

1	<i>Beauchief & Greenhill Ward</i> Simon Clement-Jones Richard Shaw Sophie Thornton	10	<i>East Ecclesfield Ward</i> Vic Bowden Moya O'Rourke Alan Woodcock	19	<i>Nether Edge & Sharrow Ward</i> Peter Garbutt Maroof Raouf Alison Teal
2	<i>Beighton Ward</i> Bob McCann Chris Rosling-Josephs Ann Woolhouse	11	<i>Ecclesall Ward</i> Roger Davison Barbara Masters Shaffaq Mohammed	20	<i>Park & Arbourthorne Ward</i> Ben Miskell Jack Scott Sophie Wilson
3	<i>Birley Ward</i> Denise Fox Bryan Lodge Karen McGowan	12	<i>Firth Park Ward</i> Abdul Khayum Alan Law Abtisam Mohamed	21	<i>Richmond Ward</i> David Barker Mike Drabble Dianne Hurst
4	<i>Broomhill & Sharrow Vale Ward</i> Angela Argenzio Brian Holmshaw Kaltum Rivers	13	<i>Fulwood Ward</i> Sue Alston Andrew Sangar Cliff Woodcraft	22	<i>Shiregreen & Brightside Ward</i> Dawn Dale Peter Price Garry Weatherall
5	<i>Burngreave Ward</i> Talib Hussain Mark Jones Safiya Saeed	14	<i>Gleadless Valley Ward</i> Alexi Dimond Cate McDonald Paul Turpin	23	<i>Southey Ward</i> Mike Chaplin Tony Damms Jayne Dunn
6	<i>City Ward</i> Douglas Johnson Ruth Mersereau Martin Phipps	15	<i>Graves Park Ward</i> Ian Auckland Sue Auckland Steve Ayriss	24	<i>Stannington Ward</i> Penny Baker Vickie Priestley Richard Williams
7	<i>Crookes & Crosspool Ward</i> Tim Huggan Mohammed Mahroof Ruth Milsom	16	<i>Hillsborough Ward</i> Christine Gilligan-Kubo George Lindars-Hammond Josie Paszek	25	<i>Stocksbridge & Upper Don Ward</i> Lewis Chinchin Julie Grocutt Francyne Johnson
8	<i>Darnall Ward</i> Mazher Iqbal Mary Lea Zahira Naz	17	<i>Manor Castle Ward</i> Terry Fox Anne Murphy Sioned-Mair Richards	26	<i>Walkley Ward</i> Ben Curran Neale Gibson Bernard Little
9	<i>Dore & Totley Ward</i> Joe Otten Colin Ross Martin Smith	18	<i>Mosborough Ward</i> Tony Downing Kevin Oxley Gail Smith	27	<i>West Ecclesfield Ward</i> Alan Hooper Mike Levery Ann Whitaker
				28	<i>Woodhouse Ward</i> Mick Rooney Jackie Satur Paul Wood

Contact:

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PUBLIC ACCESS TO THE MEETING

The Council is composed of 84 Councillors with one-third elected three years in four. Councillors are democratically accountable to the residents of their Ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

All Councillors meet together as the Council. Here Councillors decide the Council's overall policies and set the budget each year. The Council appoints the Leader and at its Annual Meeting will appoint Councillors to serve on its Committees. It also appoints representatives to serve on joint bodies and external organisations.

A copy of the agenda and reports is available on the Council's website at <http://democracy.sheffield.gov.uk/ieListMeetings.aspx?Committeeld=154>. You may not be allowed to see some reports because they contain confidential information. These items are usually marked * on the agenda.

Members of the public have the right to ask questions or submit petitions to most Council meetings and recording is allowed under the direction of the Chair. Please see the website or contact Democratic Services for further information regarding public questions and petitions and details of the Council's protocol on audio/visual recording and photography at council meetings.

Council meetings are normally open to the public but sometimes the Council may have to discuss an item in private. If this happens, you will be asked to leave. Any private items are normally left until last.

PLEASE NOTE: This annual meeting of the Council has to be held as a physical meeting. Social distancing restrictions and other public health safety measures still apply. The Ponds Forge venue has been selected as it can accommodate all 84 Members, plus officers, guests and members of the public within a safe indoor environment.

However, if you would like to attend the meeting, you must register to attend by emailing committee@sheffield.gov.uk no later than 9am on Monday 17th May. This is necessary to facilitate the management of attendance at the meeting to maintain social distancing.

In order to ensure safe access and to protect all attendees, you will be required to wear a face covering (unless you have an exemption) at all times within the venue. It is also recommended that you undertake a Covid-19 Rapid Lateral Flow Test within two days of the meeting. You can order tests online to be delivered to your home address, or you can collect tests from a local pharmacy or from the English Institute of Sport, Coleridge Road, Sheffield S9 5DA. Further details of these tests and how to obtain them can be accessed here - [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/order-coronavirus-covid-19-rapid-lateral-flow-tests).

**COUNCIL AGENDA
19 MAY 2021**

Order of Business

1. **APOLOGIES FOR ABSENCE**
2. **TO ELECT A LORD MAYOR FOR THE MUNICIPAL YEAR 2021-22**
3. **TO MOVE A VOTE OF THANKS TO THE RETIRING LORD MAYOR**
4. **TO ELECT A DEPUTY LORD MAYOR FOR THE MUNICIPAL YEAR 2021-22**

(NB The meeting will adjourn following the appointment of the Deputy Lord Mayor and reconvene at 2.00 p.m.)

5. **TO APPOINT A LEADER OF THE COUNCIL FOR THE MUNICIPAL YEAR 2021-22**
6. **NOTIFICATION OF EXECUTIVE ARRANGEMENTS AND SHADOW CABINET APPOINTMENTS FOR THE MUNICIPAL YEAR 2021-22**

To (a) receive notification from the newly appointed Leader of the Council of Cabinet Member and Cabinet Adviser appointments and the Leader's Scheme of Delegation for the Discharge of Executive Functions;

(b) receive notification from the main opposition group of the Leader of the Opposition and the appointment of Shadow Cabinet Members; and

(c) note and, where relevant, approve the appointments notified at the meeting.

Background report (to follow) of the Director of Legal and Governance (Monitoring Officer) outlining the constitutional requirements regarding the notification of arrangements for the discharge of Executive functions.

7. **ESTABLISHMENT OF COUNCIL COMMITTEES FOR THE MUNICIPAL YEAR 2021-22 AND APPOINTMENT OF MEMBERS TO SERVE ON THOSE COMMITTEES**

To establish Council Committees and approve the appointment of

Members to serve on those Committees, in accordance with details to be circulated at the meeting.

Background report (to follow) of the Director of Legal and Governance (Monitoring Officer) outlining the legal requirements to allocate seats on Council Committees to political groups on a politically proportionate basis.

8. APPOINTMENTS TO COUNCIL PANELS, GROUPS ETC AND TO EXTERNAL BODIES FOR 2021-22

To approve appointments in accordance with details to be circulated at the meeting.

9. ARRANGEMENTS FOR COUNCIL MEETINGS IN THE MUNICIPAL YEAR 2021-22

To (a) note minor changes made to the Council Procedure Rules by the Director of Legal and Governance, in consultation with the Lord Mayor, in relation to the venue for meetings of the Council, and the start time of this Annual Meeting; and

(b) agree a programme of meetings of the Council in the Municipal Year 2021-22 and the formula for the order in which Notices of Motion will be listed on the Council Summons.

Details of the changes to Council Procedure Rules and proposals for the programme of meetings and formula, will be circulated at the meeting.

10. SHEFFIELD CITY COUNCIL GOVERNANCE REFERENDUM

To approve, with or without amendment, the recommendations in the report (to follow) of the Director of Legal and Governance (Monitoring Officer) on the result of the Sheffield City Council Governance Referendum and to outline the steps to be taken in consequence of its outcome.

11. MEMBERS' ALLOWANCES: REPORT OF THE INDEPENDENT REMUNERATION PANEL

To approve, with or without amendment, the recommendations in the report of the Executive Director, Resources published with this agenda setting out the recommendations from the Independent Remuneration Panel on the Members' Allowances Scheme.



Gillian Duckworth
Director of Legal and Governance

Dated this 11 day of May 2021

The next ordinary meeting of the Council will be held on a date, time and venue to be determined at the Annual Meeting.



SHEFFIELD CITY COUNCIL Report to Council

Report of: Executive Director, Resources

Date: 19 May 2021

Subject: Members' Allowances: Report of the Independent Remuneration Panel

Author of Report: Jason Dietsch, Head of Democratic & Member Services

Summary:

This report sets out the recommendations from the Independent Remuneration Panel on the Members' Allowances Scheme.

Recommendations:

That the Council:

1. notes the report of the Independent Remuneration Panel and its recommendations;
2. approves the removal of the Special Responsibility Allowance (SRA) for Local Area Partnership Chairs and the addition of an SRA for Local Area Committee Chairs at Band C (£5,688.55 per annum) in the Schedule of Special Responsibility Allowances in the Members' Allowances Scheme as recommended by the Independent Remuneration Panel (IRP);
3. notes that the Members' Allowances Scheme approved by Council at its Special (Budget) Meeting on 3 March 2021 rolled forward the existing scheme which was approved in 2017/18; and
4. notes that, following the outcome of the Sheffield City Council Governance Referendum, further work will be carried out by the IRP to consider changes to Members' Allowances Scheme, including a review of the Special Responsibility Allowance for Local Area Committee Chairs and that the outcome of this work will be submitted to a future meeting of Council for consideration.

Background Papers: Report of the Independent Remuneration Panel on Members' Allowances for 2021/22 and Onward and addendum (attached as an Appendix).

Category of Report: OPEN

Statutory and Council Policy Checklist

Financial Implications
YES Cleared by: Liz Gough
Legal Implications
YES Cleared by: Andrea Simpson
Equality of Opportunity Implications
NO Cleared by:
Tackling Health Inequalities Implications
NO
Human rights Implications
NO:
Environmental and Sustainability implications
NO
Economic impact
NO
Community safety implications
NO
Human resources implications
NO
Property implications
NO
Area(s) affected
Relevant Scrutiny Committee if decision called in
Not applicable
Is the item a matter which is reserved for approval by the City Council?
YES
Press release
NO

1. PROPOSAL

- 1.1 Prior to 1st April each year, the Council has to agree a Members' Allowances Scheme for the forthcoming financial year. The Council is also able to amend its Scheme at any time if it needs or chooses to do so and is required by regulations to seek, and have regard to, the views of an Independent Remuneration Panel (IRP). It must do this at least every four years or whenever the Council wishes to amend its Scheme. The Panel has to consider the Scheme and any proposed changes and make recommendations to the Council. However, it is for the Council to decide on the Members' Allowances Scheme that is put in place, having regard to the Panel's recommendations. The Scheme approved by the Council on 3rd March 2021 reflected the Council's decision-making arrangements for the Municipal Year 2021/22.
- 1.2 The Panel last reviewed the Members' Allowances Scheme four years ago (in January 2017) and was therefore required to consider the Scheme for 2021/22 onward. The Panel has been convened and has produced a report (dated January 2021) which includes its recommendations, and that is appended to this report.
- 1.3 The Panel subsequently met on 4 May 2021 to consider and make recommendations in relation to the Special Responsibility Allowance for the new role of Local Area Committee Chair, following the establishment of seven Local Area Committees by Council at its Extraordinary Meeting on 18 March 2021. Council approved draft Area Committee Terms of Reference and Area Committee Procedure Rules. As set out in the draft procedure rules, each Committee will appoint a Chair and Deputy Chair for the year from its membership comprising the Ward Councillors of that Committee.
- 1.4 It is proposed that the Council:
- notes the report of the Independent Remuneration Panel and its recommendations;
 - approves the removal of the Special Responsibility Allowance (SRA) for Local Area Partnership Chairs and the addition of an SRA for Local Area Committee Chairs at Band C (£5,688.55 per annum) in the Schedule of Special Responsibility Allowances in the Members' Allowances Scheme as recommended by the Independent Remuneration Panel (IRP);
 - notes that the Members' Allowances Scheme approved by Council at its Special (Budget) Meeting on 3 March 2021 rolled forward the existing scheme which was approved in 2017/18; and
 - notes that, following the outcome of the Sheffield City Council Governance Referendum, further work will be carried out by the IRP to consider changes to Members' Allowances Scheme, including a review of the Special Responsibility Allowance for

Local Area Committee Chairs and that the outcome of this work will be submitted to a future meeting of Council for consideration.

2. HOW DOES THIS DECISION CONTRIBUTE?

2.1 The Independent Remuneration Panel looks at the following areas and may make recommendations about them:

- the level of Basic Allowance for all Members of the Council;
- the categories of special responsibility for which a Special Responsibility Allowance should be paid and the levels of those allowances;
- as to whether Dependant Carers' allowance should be payable to Members and the amount of such an allowance
- travelling and subsistence allowances
- any annual increase

2.2 The Panel's recommendations are considered by Council, which is responsible for agreeing the Members' Allowances Scheme. The Scheme is published information and it sets out the amounts of allowances to be paid, or that are available, to Members of the Council for undertaking duties or responsibilities during that Municipal Year.

2.3 The Scheme approved by the Council on 3rd March 2021 reflected the Council's decision-making arrangements for the Municipal Year 2021/22.

2.4 The Independent Remuneration Panel last reviewed the Members' Allowances Scheme in January 2017 (for 2017/18 and onward). The Council, having regard to the Panel's recommendations, agreed a Scheme for 2017/18 and onwards at its meeting on 3rd March 2017. The decision made by the Council is set out at Appendix B to the Panel's report.

2.5 The Scheme approved for 2017/18 has been adopted for each financial year since (i.e. 2018/19, 2019/20 and 2020/21), a total of 4 years. This means the Scheme needed to be reviewed by the Panel prior to 2021/22, in accordance with statutory requirements.

2.6 The Independent Remuneration Panel was convened to meet on 25 January 2021 to review the Members' Allowances Scheme and it has put forward recommendations for the Council to consider. The recommendations take account of the Council's political composition and the various roles which are carried out by Members, as well as its governance arrangements. The Panel, whilst fully appreciating the financial pressures confronting the Council and the continuing need to make substantial savings, attempted to carry out its review as objectively as possible and did not allow its awareness of those pressures to cloud its judgement or influence its recommendations.

2.7 The specific recommendations made by the Panel are set out in

paragraphs 2.7.1 to 2.7.9 below. In many instances, the Panel has endorsed the arrangements in place within the current Members' Allowances Scheme. For the sake of clarity, unless specifically mentioned in the following recommendations, the provisions within the Council's Members' Allowances Scheme for 2020/21 were endorsed by the Panel. Two of the Panel's recommendations (those at paragraphs 2.7.2 and 2.7.9 below) have financial implications, and those implications are outlined in section 4.2 of this report.

- 2.7.1 That no change should be made to the composition and amount of Basic Allowance.
- 2.7.2 That the Council gives consideration to the comparatively low level of allowances in general and the significantly lower levels of allowances for its Leader, Deputy Leader, Cabinet Members and the Leader of Qualifying Opposition Groups, when next reviewing its Members' Allowances Scheme, for example, upon the introduction of an enhanced or revised governance structure for the Council in the future and including following the outcome of the governance Referendum (see paragraph 5.3.4 of the Panel's report).
- 2.7.3 That, subject to any changes to the Council's decision making and/or governance arrangements, which would be reviewed by the Panel, the responsibilities/duties in respect of which Special Responsibility Allowance should be available, and the rates of those allowances (notwithstanding the recommendations made by the Panel in relation to reviewing the rates of the Leader, Executive Members and Leader of Qualifying Opposition Groups), should be as set out in paragraph 5.3.5 of the Panel's report.
- 2.7.4 That travel allowances should continue to be made available for travel within the city as well as for travel out of the city, for the same "approved duties" as set out in the Scheme. The travel allowances should be based on officer rates as agreed by the Council from time to time.
- 2.7.5 That subsistence allowances should continue to be made available for "approved duties" undertaken out of the city. The subsistence allowances should be based on officer rates as agreed by the Council from time to time.
- 2.7.6 That a Dependent Carer's Allowance should continue to be made available for the same "approved duties" as for travelling and subsistence, subject to the production of appropriate receipts. No change should be made to the maximum rate of the allowance.
- 2.7.7 That no change should be made to the amount of the Co-optees' Allowance.
- 2.7.8 That the current index for adjusting Basic, Special Responsibility, Co-optees' and Dependent Carers' Allowances on an annual basis should continue to be the average percentage pay award for employees of the

Council. The index should be applied for the maximum period of four years and be reviewed for the 2025/26 Scheme.

2.7.9 The Panel recommends that the Council does implement annual increases in the years ahead in order to assist its position relative to its comparator local authorities in terms of the levels of allowances paid to its Members.

2.8 **Local Area Committee Chairs**

2.8.1 At its subsequent meeting on 4 May 2021, the Panel considered and make recommendations in relation to the Special Responsibility Allowance for the new role of Local Area Committee Chair, following the establishment of seven Local Area Committees by Council at its Extraordinary Meeting on 18 March 2021, as follows:

2.8.2 As regards the Special Responsibility Allowance for the Chairs of Local Area Committees, the Panel recognise that it is envisaged that the Chairs will undertake a significant amount of work and duties and perform an enhanced role, such as:

- representing the Local Area Committee
- chairing Local Area Committee Meetings and other meetings
- supporting the decision making process
- supporting the enhanced role of Ward Councillors
- establishment and future development of the Local Area Committee
- preparation, agreement, implementation, and monitoring of the Local Area Committee Plan
- Community involvement
- Influencing service delivery and devolved decision making.

2.8.3 The Panel also recognise that, although the Local Area Committees will be granted delegated powers and responsibilities, they will initially be at a relatively early stage in their development. It is envisaged that initially their role may chiefly be consultative and there would be a rolling programme of devolution over approximately 12 to 18 months. It is therefore suggested that a relatively cautious approach to the determination of the Special Responsibility Allowance is adopted in the first instance. Accordingly, it is recommended that the role of Area Committee Chair is initially placed at Band C (£5,688.55 per annum) in the Schedule of Special Responsibility Allowances in the Members' Allowances Scheme.

2.8.4 This would be subject to a further review by the Panel within 12 months and with the benefit of the Area Committees having been operational for a period of time. This will enable the Panel to further examine the development of the Committees and the development of the role of Area Committee Chairs.

2.8.5 A summary of the Panel's deliberations and recommendations is set out

in the addendum to the report.

3. HAS THERE BEEN ANY CONSULTATION?

- 3.1 When considering the Members' Allowance Scheme, the Council must seek the views of the Independent Remuneration Panel and have regard to its recommendations. The report of the Panel is attached.

4. RISK ANALYSIS AND IMPLICATIONS OF THE DECISION

4.1 Equality of Opportunity Implications

- 4.1.1 The level of allowances agreed for Members may impact on the aim of attracting more members of the public from all sections of the community to stand for public office.

4.2 Financial and Commercial Implications

- 4.2.1 The financial implications arising from the approval of the Members' Allowances Scheme are dependent upon the action which the Council takes in response to the issues raised in the report of the Independent Remuneration Panel.

- 4.2.2 The Panel has recommended that when next reviewing its Members' Allowances Scheme, for example, upon the introduction of an enhanced or revised governance structure for the Council in the future and including following the outcome of the governance Referendum, the Council should consider the levels of Special Responsibility Allowances in relation to its Leader and Executive Members, and the Leader of Qualifying Opposition Groups which are significantly lower than the average for the Core Cities and neighbouring (South Yorkshire) local authorities.

- 4.2.3 The Panel also recommends that the current index for adjusting Basic, Special Responsibility, Co-optees' and Dependent Carers' Allowances on an annual basis should continue to be the average percentage pay award for employees of the Council. The index should be applied for the maximum period of four years and be reviewed for the 2025/26 Scheme. The Panel recommends that the Council does implement annual increases in the years ahead in order to assist its position relative to its comparator local authorities in terms of the levels of allowances paid to its Members.

- 4.2.4 In the future, should the Council wish to increase the allowances outlined at paragraph 4.2.2 above, it would either need to reduce other allowances or find alternative savings from the budget for Members' Allowances to offset the increased costs and thus contain spending within the available budget, or have to identify additional savings measures from elsewhere in the Council's budget.

- 4.2.5 In terms of the budget for Members' Allowances for 2021/22, provision of 2% has been built into the Revenue Budget towards the costs of the pay award to Council officers in that year. The index used for adjusting Sheffield's Members' Allowances is the average percentage pay award for officers and the Independent Remuneration Panel has recommended the continued use of that index for the next four years. Therefore, there is provision to accommodate a 2% uplift on the Basic, Special Responsibility, Childcare and Dependent Carers' and Co-optees Allowances, which would cost approximately £27K. It should be noted however that the Chancellor has indicated a pay-freeze for Local Government may occur in 21/22.
- 4.2.6 Set out below are details of the current allowances paid to Members, the amounts of the allowances and the number of posts for which the allowances are paid. The table represents costs for 84 elected Members.
- 4.2.7 There were some vacancies on the Council during 2020/21 and therefore, expenditure on allowances was reduced. The total Spend on Basic Allowance was £1,023,403. The total Spend on Special Responsibility Allowances was £260,969.
- 4.2.8 These allowances are also subject to employer National Insurance (NI) contributions which increase the costs. In 2020/21, the total spend on National Insurance was £80,511.76 of which NI relating to Basic Allowance was £43,637.37. NI relating to Special Responsibility Allowances was £36,874.39.

<u>Allowance</u>	<u>Amount of Allowance (£) & No. of Posts</u>	<u>Total Amount per Category of Allowance (£)</u>
Basic Allowance	£12,678.33 x 84	1,064,979.72
<i>Special Responsibility Allowances:-</i>		
Leader	19,615.67x 1	19,615.67
Deputy Leader	9,807.85 x 1	9,807.85
Cabinet Members	9,807.85 x 8	78,462.80
Chairs of Scrutiny Committees	8,107.82x 4	32,431.28
Leader of the largest Group (not forming the Executive)	8,107.82x 1	8,107.82
Chairs of Local Area Partnerships	5,688.55 x 7	39,819.85
Chairs of Planning and Highways Committees	5,688.55 x 2	11,377.10
Chairs of Licensing Committee	5,688.55 x 2	11,377.10
Opposition Group Office Holders *	5,688.55 x 2	11,377.10
Cabinet Advisers	4,478.91x 10	44,789.10
Deputy Chair of Licensing Committee	3,269.28x 0	0
Total SRAs		<hr/> £261,477.12

* 2 allowances for Group membership greater than 30%

Total Allowances (Basic, SRAs)

£1,326,456.84

4.2.9 The establishment of Area Committees may result in additional costs through changes to the Members Allowances Scheme. In accordance with the Council's Constitution and the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003 the Independent Remuneration Panel will consider which positions should receive a special responsibilities allowance and the level of that allowance and make recommendations to Full Council. These costs will be offset by the removal of the posts of Local Area Partnership Chair from the Scheme.

4.2.10 The Panel recommendation is that the Special Responsibility Allowance for the post of Area Committee Chair is initially placed at Band C (£5,688.55 per annum) in the Schedule of Special Responsibility Allowances in the Members' Allowances Scheme. This is the same Band of allowance as for the former Local Area Partnership Chair and the number of posts is also the same.

4.3 Legal Implications

4.3.1 It is a requirement of the Local Authorities (Members' Allowances) (England) Regulations 2003 that an Independent Panel on Members' Allowances has to consider certain issues and put forward recommendations for the Council to consider. It is for the Council to decide on the Members' Allowances Scheme that is put in place, having regard to the Panel's recommendations.



MEMBERS' ALLOWANCES

*REPORT OF THE
INDEPENDENT
REMUNERATION PANEL*

2021/22 AND ONWARD

1. Recommendations of the Panel – January 2021

- 1.1 In many instances, the Panel has endorsed the arrangements in place within the current Members' Allowances Scheme. For the sake of clarity, unless specifically mentioned in the following recommendations, the provisions within the Council's Members' Allowances Scheme for 2020/21 are endorsed. The specific recommendations which the Panel wishes to make are set out below.
 - 1.1.1 That no change should be made to the composition and amount of Basic Allowance.
 - 1.1.2 That the Council gives consideration to the comparatively low level of allowances in general and the significantly lower levels of allowances for its Leader, Deputy Leader, Cabinet Members and the Leader of Qualifying Opposition Groups, when next reviewing its Members' Allowances Scheme, for example, upon the introduction of an enhanced or revised governance structure for the Council in the future and including following the outcome of the governance Referendum (see paragraph 5.3.4 of the Panel's report).
 - 1.1.3 That, subject to any changes to the Council's decision making and/or governance arrangements, which would be reviewed by the Panel, the responsibilities/duties in respect of which Special Responsibility Allowance should be available, and the rates of those allowances (notwithstanding the recommendations made by the Panel in relation to reviewing the rates of the Leader, Executive Members and Leader of Qualifying Opposition Groups), should be as set out in paragraph 5.3.5 of the Panel's report.
 - 1.1.4 That travel allowances should continue to be made available for travel within the city as well as for travel out of the city, for the same "approved duties" as set out in the Scheme. The travel allowances should be based on officer rates as agreed by the Council from time to time.
 - 1.1.5 That subsistence allowances should continue to be made available for "approved duties" undertaken out of the city. The subsistence allowances should be based on officer rates as agreed by the Council from time to time.
 - 1.1.6 That a Dependent Carer's Allowance should continue to be made available for the same "approved duties" as for travelling and subsistence, subject to the production of appropriate receipts. No change should be made to the maximum rate of the allowance.
 - 1.1.7 That no change should be made to the amount of the Co-optees' Allowance.

- 1.1.8 That the current index for adjusting Basic, Special Responsibility, Co-optees' and Dependent Carers' Allowances on an annual basis should continue to be the average percentage pay award for employees of the Council. The index should be applied for the maximum period of four years, and be reviewed for the 2025/26 Scheme.
- 1.1.9 The Panel recommends that the Council does implement annual increases in the years ahead in order to assist its position relative to its comparator local authorities in terms of the levels of allowances paid to its Members.

2. Introduction

- 2.1 The Local Government Act 2000 and subsequent regulations set out the process to establish and maintain the Members' Allowances Scheme.
- 2.2 Prior to 1 April each year, the Council has to agree a Scheme for the forthcoming financial year. The Council is able to amend its Scheme at any time if it needs or chooses to do so.
- 2.3 An Independent Remuneration Panel has to consider certain issues and put forward recommendations for the Council to consider (see terms of reference – paragraph 3.2). The Panel is required to make recommendations to the Council at least every four years or whenever the Council decides to amend its current Scheme.
- 2.4 It is for the Council to decide on the Members' Allowances Scheme that is put in place having regard to the Panel's recommendations.
- 2.5 The Independent Remuneration Panel first reported to the Council on the issue of the Members' Allowances Scheme in November 2001 and has presented further reports to Council periodically since that date.

3. Membership and Terms of Reference of the Panel

3.1 Membership of the Panel

- 3.1.1 Sheffield's Panel normally comprises 4 members, drawn, if possible, from the public, private, and voluntary, community and faith sectors. The membership of the Panel currently comprises:-

David Baldwin	- Retired Health Service Executive
Mark Power	- Risk Manager, Westfield Health
Edward Fleming	- Former Independent Co-optee on the

Council's Standards Committee

- 3.1.2 There is a vacancy for a Panel member. The Council's Monitoring Officer, in late 2019 advertised for expressions of interest in becoming a member of the Panel, but no expressions of interest were received. Consideration is being given to a further recruitment exercise for Panel members, including raising awareness of the opportunity with current or former independent school admission appeals members.

3.2 Terms of Reference

The basic terms of reference of the Panel are to make recommendations as to:-

- (a) the level of Basic Allowance for all Members;
- (b) the categories of special responsibility for which a Special Responsibility Allowance should be paid and the levels of those allowances;
- (c) as to whether Dependent Carers' allowance should be payable to Members and the amount of such an allowance;
- (d) travelling and subsistence allowances; and
- (e) any annual uplift.

4. Background and Current Position

- 4.1 The Panel has considered the issue of the Members' Allowances Scheme on several previous occasions.
- 4.2 Set out at Appendix A to this report are the recommendations made in the Panel's last report dated January 2017.
- 4.3 The Council, having regard to the Panel's recommendations, agreed a Scheme for 2017/18 and onwards at its meeting on 3rd March 2017. Set out at Appendix B to this report is the decision made by the Council.
- 4.4 The Scheme approved for 2017/18 has been adopted for each financial year since (i.e. 2018/19, 2019/20 and 2020/21), a total of 4 years. This means the Scheme needed to be reviewed by the Panel prior to 2021/22, in accordance with statutory requirements.
- 4.5 The Panel members were contacted with a view to arranging a suitable date on which to hold a meeting of the Panel and, in view of the situation with the Covid-19 pandemic at that point in time, the method by which the remote meeting would be held.

Unfortunately, contact was unable to be made with Mr. Edward Fleming. Following advice received from the Council's Monitoring Officer, the Panel was convened with the remaining two Panel members.

- 4.6 The Panel met on 25th January 2021 to give consideration to, and make recommendations upon:-
- (a) the amount of basic allowance;
 - (b) the responsibilities/duties in respect of which special responsibility allowance should be available, and the amount of those allowances;
 - (c) the amount of the Dependent Carers' allowance;
 - (d) travelling and subsistence allowances; and
 - (e) the annual uplift.
- 4.7 The Panel was informed that although the Council's governance arrangements, based on a Leader and Cabinet model of governance, had not changed since the Panel last met in January 2017, there were factors which might, in the future, result in changes to the Council's governance arrangements and decision making structure. This included firstly, the outcome of the Local Area Partnerships review and secondly, any changes arising as a result of the governance Referendum, now scheduled to take place in May 2021.
- 4.8 The Panel agreed to proceed to conduct a review of the Council's Members' Allowances Scheme based on a comparison of the levels of allowances currently paid to Members in Sheffield with that paid in local authorities in other core cities and South Yorkshire, and to re-convene in the near future to consider the position in relation to any planned changes to the Council's governance arrangements and decision making structure.
- 4.9 The Panel was supplied with information showing the amounts of allowances paid by several other core cities and the other South Yorkshire Councils via their Members' Allowances Schemes. The Panel was also informed that for each of the four years from 2017/18, an annual increase had been applied to Sheffield's Members' Allowances, whereas no increase had been applied in any of the six consecutive years prior to 2017/18 and with significant savings having also been made during that period resulting from revisions made to the Special Responsibility Allowance (SRA) aspects of the Scheme in 2013/14 and fewer appointments made to SRA positions in that year. The Council's financial position has been, and continues to be, extremely challenging.
- 4.10 Having considered all the issues above, and compared the levels of allowances currently paid to Members in Sheffield with that paid in local authorities in other core cities and South Yorkshire, the

Panel has made findings and recommendations in respect of the level of Members' Allowances for the period 2021/22 and onwards, subject to further reviews of certain allowances resulting from the planned and possible future governance changes referred to earlier in this report. The findings and conclusions of the Panel are set out in Section 5 of this report. Its recommendations are set out in Section 1.

- 4.11 The Panel would wish to reconsider how it benchmarks in future reviews and whether there are additional comparators that could be researched, given the likely variations in roles and responsibilities from one local authority to another. It also wishes to place on record that it fully appreciates the financial pressures continuing to confront the Council, and has been mindful of those pressures whilst still carrying out this latest review as objectively as possible.

5. Findings and Conclusions

5.1 Overview

- 5.1.1 The Panel recognises that Basic Allowance and the majority of Special Responsibility Allowances are paid at a level just below the averages for core cities and neighbouring (South Yorkshire) local authorities.
- 5.1.2 However, the Special Responsibility Allowances paid to the Leader, Deputy Leader, Cabinet Members and (albeit to a lesser degree) to the Leader of Qualifying Opposition Groups, are significantly lower.

5.2 Basic Allowance

- 5.2.1 Notwithstanding the comments made in section 5.1 above, the Panel is not advocating a change in the amount of Basic Allowance at the current time.
- 5.2.2 However, the Panel does recommend that the Basic Allowance be adjusted each year according to an annual index increase, as to not do so would likely impact further on the disparity of the Basic Allowance in comparison to the average across other authorities.

5.3 Special Responsibility Allowances (SRAs)

- 5.3.1 In view of the fact that the Council's governance arrangements had not changed since 2013/14, the Panel deemed the categories of special responsibility for which a Special Responsibility Allowance should be paid, as continuing to be relevant and appropriate and the Panel sees no reason to change the current structure of allowances in relation to the payment of Special Responsibility

Allowances. Any changes arising from the review of Local Area Partnerships would be subject to review by the Panel.

5.3.2 The Panel did give consideration to the levels of the Special Responsibility Allowances by comparing the levels of allowances currently paid to Members in Sheffield with that paid in local authorities in other core cities and South Yorkshire. As noted in section 5.1 above, the majority of Special Responsibility Allowances in Sheffield are paid at a level just below the averages for that cohort of local authorities.

5.3.3 However, the Special Responsibility Allowances paid to the Leader, Deputy Leader, Cabinet Members and the Leader of Qualifying Opposition Groups are significantly lower than the average paid by the cohort of local authorities, with only Newcastle out of eleven local authorities in the comparator cohort paying a lower amount for those Executive Member roles than in Sheffield, and with just Newcastle and Doncaster paying a lower amount for the Leader of Qualifying Opposition Groups. It would cost approximately £75,000 just to raise those particular allowances in Sheffield to the average level for the cohort (i.e. for the posts of Leader, Deputy Leader, 8 Cabinet Members and Leader of the Liberal Democrat Group). The Panel has highlighted this issue in its previous reports to the Council in March 2013 and January 2017, and notes that the Council felt it would not be appropriate to increase the levels of those allowances at those times. This may well be the case again, and the Panel remains mindful of the financial pressures being faced by the Council and the political sensitivities associated with spending on Members' allowances. Therefore, the Panel does not wish on this occasion to make specific recommendations on the levels of allowances, but does wish to recommend that the Council gives consideration to the comparatively low level of allowances in general and the significantly lower levels of allowances for its Leader, Deputy Leader, Cabinet Members and the Leader of Qualifying Opposition Groups when next reviewing its Members' Allowances Scheme, for example, upon the introduction of an enhanced or revised governance structure for the Council following the outcome of the Referendum.

5.3.4 The Panel therefore recommends that the responsibilities/duties in respect of which Special Responsibility Allowance should be available, and the rates of those allowances (notwithstanding the recommendations made by the Panel in relation to reviewing the rates of the Leader, Executive Members and Leader of Qualifying Opposition Groups), should remain as follows:-

5.3.5

Leader (£19,615.67 pa) – review recommended
Band A (£9,807.85 pa) Deputy Leader – <i>review recommended</i>

Cabinet Members – <i>review recommended</i>
Band B (£8,107.82 pa) Lead Member for Scrutiny Chairs of Scrutiny and Policy Development Committees Leader of Opposition Groups with more than 20% of the membership of the Council – <i>review recommended</i>
Band C (£5,688.55 pa) Chair of Planning and Highways Committee Chair of Licensing Committee Chairs of Local Area Partnerships – <i>to be reviewed</i> Opposition Group Office Holders – <ul style="list-style-type: none"> - with more than 40% membership of the Council (3) - with more than 30% membership of the Council (2) - with more than 20% membership of the Council (1)
Band D (£4,478.91 pa) Cabinet Advisers
Band E (£3,269.28 pa) Deputy Chair of Licensing Committee

5.3.6 It is the Panel’s view that, as at present, no Member should receive more than one Special Responsibility Allowance.

5.4 Other Allowances

5.4.1 The Panel was appraised of the provision that the Council makes available to support Members’ travel costs when undertaking “approved duties”. This includes either the provision of a travel pass (for travel within Sheffield) or, alternatively, claiming reimbursement of fares incurred and/or mileage allowances for travel within and outside the city. The Panel supports the continuation of these arrangements and recommends that travel should continue to be based on officer rates and paid in respect of the same “approved duties” as currently agreed by the Council (and set out in Schedule 2 to the Scheme).

5.4.2 Although rarely claimed currently, subsistence out of the city should continue to be made available, at officer rates, and again paid in respect of the same “approved duties” as currently agreed by the Council. Subsistence within the city should continue to be regarded as incorporated within the Basic and Special Responsibility Allowances.

5.4.3 The Panel does not recommend any change to the current arrangements for the payment of a Dependent Carer’s Allowance, payable to Members of the Council where appropriate, for the same “approved duties” as for travelling and subsistence, subject

to the production of appropriate receipts. The Panel does recommend that the maximum rate of payment should also continue to be subject to the annual index increase.

- 5.4.4 The Panel also recommends the continuation of the existing arrangements for the Co-optees' Allowance, currently £707.98 per annum, plus the application of the annual index increase.

5.5 **Annual Adjustments of Allowances**

- 5.5.1 As in previous years, the Panel recommends that the index for adjusting Basic, Special Responsibility, Co-optees' and Dependent Carers' Allowances on an annual basis should continue to be the average percentage pay award for employees of the Council. The Panel noted that for each of the four years from 2017/18, an annual increase had been applied to Sheffield's Members' Allowances, in line with staff pay awards, whereas no increase had been applied in any of the six consecutive years prior to 2017/18 including in four of those years when Council employees received a pay award. Whilst understanding the reasons for the Council having chosen not to implement annual increases in previous years, the Panel nevertheless recommends that the Council does implement annual increases in the years ahead in order to assist its position relative to its comparator local authorities in terms of the levels of allowances paid to its Members. In view of the impact of the Covid-19 Coronavirus Pandemic on the national public finances, meaning public sector pay increases were unlikely in the period ahead, the Council could consider using an alternative index, for example Consumer Price Inflation, on which to base its annual adjustment of allowances and thus continue to assist its position relative to its comparator local authorities. However, the Panel was mindful that the Council would probably wish to retain an index that meant that allowances for its Members increased in line with pay awards received by its staff.

- 5.5.2 The index for travelling and subsistence should be the relevant officer rates as agreed by the Council from time to time.

- 5.5.3 The Panel recommends that these indices should be applied for the maximum period of four years, and be reviewed for the 2025/26 Scheme.

5.6 **Review of Scheme**

- 5.6.1 The Panel will reconvene at the appropriate time to consider allowances, including the outcome of the Local Area Partnerships review and in the event of the Council moving to a committee model of governance. Thereafter, the Panel would be available to carry out a further review of the Members' Allowances Scheme should the Council be contemplating making further changes to its governance arrangements at any point over the following 4 years,

and otherwise will undertake a review in time for either the 2025/26 or 2026/27 Schemes.

David Baldwin
Retired Health
Service Executive

Mark Power
Risk Manager,
Westfield Health

January 2021

**Recommendations of the Independent Remuneration Panel : January
2017**

- 1.1 In many instances, the Panel has endorsed the arrangements in place within the current Members' Allowances Scheme. For the sake of clarity, unless specifically mentioned in the following recommendations, the provisions within the Council's Members' Allowances Scheme for 2016/17 are endorsed. The specific recommendations which the Panel wishes to make are set out below.
 - 1.1.1 That no change should be made to the composition and amount of Basic Allowance.
 - 1.1.2 That the Council should give consideration to the significantly lower levels of Special Responsibility Allowances in relation to its Leader and Executive Members, when next amending its Members' Allowances Scheme (see paragraph 5.3.3 of the Panel's report).
 - 1.1.3 That the responsibilities/duties in respect of which Special Responsibility Allowance should be available, and the rates of those allowances (notwithstanding the recommendation made above in relation to reviewing the SRA rates for its Leader and Executive Members), should be as set out in paragraph 5.3.4 of the Panel's report.
 - 1.1.4 That travel allowances should continue to be made available for travel within the city as well as for travel out of the city, for the same "approved duties" as set out in the Scheme. The travel allowances should be based on officer rates as agreed by the Council from time to time.
 - 1.1.5 That subsistence allowances should continue to be made available for "approved duties" undertaken out of the city. The subsistence allowances should be based on officer rates as agreed by the Council from time to time.
 - 1.1.6 That a Dependent Carer's Allowance should continue to be made available for the same "approved duties" as for travelling and subsistence, subject to the production of appropriate receipts. No change should be made to the maximum rate of the allowance.
 - 1.1.7 That no change should be made to the amount of the Co-optees' Allowance.
 - 1.1.8 That the current index for adjusting Basic, Special Responsibility (including the Pensions Authority), Co-optees' and Dependent Carers' Allowances on an annual basis should continue to be the average percentage pay award for employees of the Council. The

index should be applied for the maximum period of four years, and be reviewed for the 2021/22 Scheme.

- 1.1.9 That the Council should consider implementing the annual increase in order to assist its position relative to its comparator local authorities in terms of the levels of allowances paid to its Members (see paragraph 5.5.1 of the Panel's report).

RESOLVED: That this Council:-

- (a) notes the report of the Acting Executive Director, Resources commenting on and appending the report of the Council's Independent Remuneration Panel, dated January 2017, and thanks the members of the Panel for their report;
- (b) having regard to the recommendations contained in the Panel's report, together with the information contained in the report of the Acting Executive Director, Resources, approves and adopts from 1st April 2017 and onwards, a Members' Allowances Scheme comprising the arrangements approved and adopted by the City Council for the years 2013/14 to 2016/17, unchanged; and
- (c) (i) as regards the annual index-linked increase, confirms that, as in previous years, the annual index in relation to Basic, Special Responsibility (including the Pensions Authority), Co-optees and Dependent Carers' Allowances shall be the average percentage officer pay award in Sheffield, and in relation to travel and subsistence, the annual index shall be the relevant officer rates agreed from time to time; such arrangements to be implemented for a period of four years and (ii) in line with the recommendation of the Independent Remuneration Panel, agrees to implement the annual increase during 2017/18 in relation to Basic, Special Responsibility (including the Pensions Authority), Co-optees and Dependent Carers' Allowances, the first such increase in 7 years, with provision having been made in the Council's Revenue Budget for 2017/18 to accommodate a 1% uplift on those Allowances.

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Independent Remuneration Panel: Addendum

Meeting held on 4 May 2021 to consider the role of Local Area Committee Chair

The Independent Remuneration Panel subsequently met on 4 May 2021 to consider and make recommendations in relation to the Special Responsibility Allowance for the new role of Local Area Committee Chair.

At its meeting on 18 March 2021, the Council resolved to establish seven Local Area Committees in May 2021. Approval was given to the draft Area Committee Terms of Reference and Area Committee Procedure Rules. As set out in the draft procedure rules, each Committee will appoint a Chair and Deputy Chair for the year from its membership comprising the Ward Councillors of that Committee.

The Panel noted that, following the establishment of the Local Area Committees and the role of Local Area Committee Chairs, the role of Local Area Partnership Chair would be removed from the Members' Allowances Scheme and replaced with the Local Area Committee Chair.

The Panel examined information relating to the establishment of Local Area Committees, including the Cabinet Report of 17 March 2021 *Empowering communities: shifting power from the Town Hall to communities in every part of Sheffield*, which also included Terms of reference and Procedure Rules for the Committees.

The Panel also examined the detail of the role profile for the Local Area Committee Chair, which set out the roles and responsibilities of the role and described the relevant knowledge and skills. It was also able to compare the newly established role profile with that of the former Local Area Partnership Chair.

Recommendations

Having regard to the consideration of all the information above, the Panel has made recommendations in respect of the Special Responsibility Allowance for the Local Area Committee Chairs from May 2021, as follows:

As regards the Special Responsibility Allowance for the Chairs of Local Area Committees, the Panel recognise that it is envisaged that the Chairs will undertake a significant amount of work and duties and perform an enhanced role, such as:

- representing the Local Area Committee
- chairing Local Area Committee Meetings and other meetings
- supporting the decision making process
- supporting the enhanced role of Ward Councillors
- establishment and future development of the Local Area Committee
- preparation, agreement, implementation, and monitoring of the Local Area Committee Plan
- Community involvement
- Influencing service delivery and devolved decision making.

The Panel also recognise that, although the Local Area Committees will be granted delegated powers and responsibilities, they will initially be at a relatively early stage in their development. It is envisaged that initially their role may chiefly be consultative and there would be a rolling programme of devolution over approximately 12 to 18 months. It is therefore suggested that a relatively cautious approach to the determination of the Special Responsibility Allowance is adopted in the first instance. Accordingly, it is recommended that the role of Area Committee Chair is initially placed at Band C (£5,688.55 per annum) in the Schedule of Special Responsibility Allowances in the Members' Allowances Scheme.

This would be subject to a further review by the Panel within 12 months and with the benefit of the Area Committees having been operational for a period of time. This will enable the Panel to further examine the development of the Committees and the development of the role of Area Committee Chairs.

David Baldwin
Retired Health
Service Executive

Mark Power
Risk Manager,
Westfield Health