

**Report to** Council  
24 July 2018  
**Report of** Director of business services  
**Subject** Members allowances and expenses

**Item**

**8**

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### **Purpose**

To consider calling the members' expenses panel together to consider the expenses element of councillors allowances

### **Recommendation**

To:-

- (1) Call the members' expenses panel to consider the current members allowances and identify any expenses element of the allowance; and
- (2) Delegate to the director of business services authority to appoint individuals to the members' expenses panel.

### **Corporate and service priorities**

The report helps to meet the corporate priority value for money services

### **Financial implications**

None directly

**Ward/s:** All Wards

**Cabinet member:** Councillor Kendrick - Resources

### **Contact officers**

Anton Bull	01603 212326
Stuart Guthrie	01603 212055
Lucy Palmer	01603 212416

### **Background documents**

None



# Report

## Background

1. On 24 January 2017 Council considered the members allowances scheme.
2. The panel would not normally convene every four years to consider the scheme and make recommendations for any changes.
3. An issue has arisen regarding member's allowances and housing benefit that requires consideration by the panel.

## Housing benefit and allowances

4. Guidance from the Department for Work and Pensions requires councillors' allowances to be treated as income. The guidance can be found here:
5. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/236962/hbqm-bw2-assessment-of-income.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/236962/hbqm-bw2-assessment-of-income.pdf)
6. Paragraphs W2.83 to W2.95 are applicable.
7. W2.87 states - the councillor or the LA may be able to provide a breakdown when deciding if all or part of the allowance should be disregarded as expenses which have been wholly, exclusively and necessarily incurred.
8. The council has not considered if any part of the allowance should be considered as expenses.

## Current members' allowances scheme

9. The current members' allowances scheme gives basic allowances and special responsibility allowances.
10. Members are also able to claim travel and subsistence as well as care for dependents.
11. No assessment has been made by the council as to the other expenses that councillors incur and therefore how much of the allowance could be disregarded as income for housing benefit purposes.

## Members expenses panel

12. The panel can be asked by Council to consider the current allowances and consider whether there is a reasonable proportion of the allowance that could be considered expenses.
13. The panel can also be asked by Council to consider the current separation of allowances and travelling and whether there should be a fixed allowance for travelling.
14. Convening the panel would allow further discussion on this and a recommendation to be brought back to council for consideration.

15. The previous panel would be the starting point for the composition of the panel. However, one previous member of the panel is the current Sheriff and would therefore not be asked to be part of the panel.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Council
<b>Committee date:</b>	24 July 2017
<b>Director / Head of service</b>	Anton Bull, director of business services
<b>Report subject:</b>	Members allowances and expenses
<b>Date assessed:</b>	6 July 2018

	Impact			
<b>Economic (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other departments and services e.g. office facilities, customer contact</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Social (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Recommendations from impact assessment**

**Positive**

**Negative**

**Neutral**

**Issues**