
SCHEME OF REMUNERATION

Report by Chief Executive

SCOTTISH BORDERS COUNCIL

25 May 2017

1 PURPOSE AND SUMMARY

- 1.1 This report seeks approval for amendments to the Scheme of Member Remuneration and an amendment to the Scheme of Administration.**
- 1.2 At its meeting held on 18 May 2017, Council decided the number of "Senior Councillors" and made appointments to these posts; the total allowed budget for this is limited by the Regulations to £296,240. Following consideration of the responsibilities to be borne by the Senior Councillors, as indicated by the Administration, a Scheme of Remuneration has been drawn up that seeks to recognise the differing significance of what is involved in each role. Details of the Scheme are contained in the Appendix to this report.
- 1.3 At the Council meeting on 18 May 2017, amendments were made to the membership of the Executive Committee. Councillor McAteer was appointed as Chair of the Police, Fire & Rescue, and Safer Communities Board. It is proposed that Councillor McAteer is now appointed as Executive Member for Community Safety and becomes a member of the Executive Committee, and the Scheme of Administration is amended accordingly.

2 RECOMMENDATIONS

- 2.1 I recommend that the Council agrees that:**
- (a) the Scheme of Member Remuneration be amended so that the 14 posts (excluding the Leader and Convener) detailed in the Appendix to this report be designated as Senior Councillors, with their remuneration set at the levels shown; and**
 - (b) that the Executive Member for Community Safety be added to the membership of the Executive Committee in the Scheme of Administration.**

3 BACKGROUND

- 3.1 The number and designation of Senior Councillors was agreed in the Scheme of Remuneration at the meeting of Scottish Borders Council held on 24 May 2012, and then amended at the meeting of Council on 30 August 2012 to take account of changes to the Scheme of Administration.
- 3.2 Payments to Councillors are governed by The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007. In these Regulations, Local Authorities in Scotland are banded together for the purposes of calculating certain payments, and Scottish Borders Council is included in Band B. The Regulations specify that, in the case of Scottish Borders Council, a maximum of 14 "Senior Councillors" may be appointed to positions of responsibility, in addition to the Convener and the Leader of the Council.
- 3.3 At its meeting held on 18 May 2017, Council decided the number of "Senior Councillors" and made appointments to these posts. These Councillors will be paid at rates above that paid to other Councillors and it is for Council to decide how much each Senior Councillor will be paid; the total allowed budget for this is limited by the Regulations to £296,240.
- 3.4 It is open to any Councillor to refuse all or part of the amounts otherwise payable under the Regulations.

4 REMUNERATION

- 4.1 With effect from 4 May 2017, each Councillor receives £16,927 per annum unless he or she is entitled to one of the higher amounts payable to the Leader of the Council, the Convener, and the "Senior Councillors". The Leader of the Council receives £33,857 per annum and the Convener £25,392 per annum with these amounts specified in the Regulations. The amounts within this report are for full-year payment, but as the election was held on 4 May 2017, payments will be pro-rata.
- 4.2 Under the Regulations, no Councillor may receive more than 75% of the amount payable to the Leader, so the effective top pay for such a Councillor is the same as the Convener i.e. £25,392. None of the remuneration figures include employer National Insurance and pension contributions, which are payable by the Council.
- 4.3 Following consideration of the responsibilities to be borne by the Senior Councillors, as indicated by the Administration, a Scheme of Remuneration has been drawn up that seeks to recognise the differing significance of what is involved in each role. Details of the Scheme are contained in the Appendix to this report.

5 EXECUTIVE MEMBER FOR COMMUNITY SAFETY

- 5.1 At the Council meeting on 18 May 2017, amendments were made to the membership of the Executive Committee. Councillor McAteer was appointed as Chair of the Police, Fire & Rescue, and Safer Communities Board. It is proposed that Councillor McAteer is now appointed as Executive Member for

Community Safety and becomes a member of the Executive Committee, and the Scheme of Administration is amended accordingly.

6 IMPLICATIONS

6.1 Financial

The Council's budget includes £682,225 for Councillors' salaries in 2017/18 which includes the costs of Councillors' salaries from 1 April to the election on 4 May. The final cost of pension contributions payable by the Council will not be known until it is known which Members opt out of joining the Local Government Pension Scheme. The cost of Senior Councillors is £296,200, which is within the £296,340 amount allowed in the Regulations.

6.2 Risk and Mitigations

No detailed guidance is provided by the Regulations about the duties of the Senior Councillors who are remunerated under the Scheme, or to the structure within which they operate. However, remuneration of Members is recognition of the significance of the duties they have to fulfil, and is also designed to remove the financial obstacles that might otherwise deter people from seeking election. The roles of Senior Councillors have been assessed on the basis of:

- Size/breadth of responsibility
- Complexity
- Impact

The recommended pay rates have been reached by considering the statutory constraints and the ranking of the roles and their relative responsibilities.

6.3 Equalities

An Equalities Impact Assessment has not been carried out on this proposal but it is anticipated that there are no adverse equality implications.

6.4 Acting Sustainably

There are no adverse economic, social or environmental effects from the details contained in this report.

6.5 Carbon Management

There are no impacts on carbon emissions.

6.6 Rural Proofing

There is no impact on rural areas of the Borders from the details contained in this report.

6.7 Changes to Scheme of Administration or Scheme of Delegation

Amendments to the Scheme of Administration have been made with regard to the Portfolio names and numbers for Executive Members. No changes are required to the Scheme of Delegation.

7 CONSULTATION

- 7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, and the Chief Officer HR are being consulted and any substantive comments received will be reported at the meeting.

Approved by

**Tracey Logan
Chief Executive**

Signature

Author(s)

Name	Designation and Contact Number
Jenny Wilkinson	Clerk to the Council 01835 825004

Background Papers: Nil

Previous Minute Reference: Scottish Borders Council, 30 August 2012

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jenny Wilkinson can also give information on other language translations as well as providing additional copies.

Contact us at Jenny Wilkinson, Democratic Services, Council Headquarters, Newtown St Boswells, TD6 0SA. Tel: 01835 825004 Email: jjwilkinson@scotborders.gov.uk

Scheme of Payment for Senior Councillors

1. Application of The Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007

The Regulations allow the Council to appoint a Leader, a Convener and 14 other Senior remunerated posts i.e. 16 in total.

The Leader’s remuneration is fixed by regulation.

The Convener’s remuneration can be up to 75% of the Leader’s remuneration.

The remuneration for Senior Councillors is inclusive of the basic Councillor remuneration.

The descriptions below are not intended to be an exhaustive list of duties.

2. Council’s Executive

	ROLE	DESCRIPTION	COUNCILLOR
1.	Leader	<ul style="list-style-type: none"> • Represents Council as political leader • Leader of the Administration • Political strategy • Strategic direction of Council • Chairs Executive Committee 	Councillor Shona Haslam
2.	Executive Member for Adult Social Care	<ul style="list-style-type: none"> • Adult Social Work • Adult protection • Adult mental health • Health & Social Care Integration • Poverty strategy • Criminal justice • Statutory quality, standards and inspections 	Councillor Tom Weatherston
3.	Executive Member for Children & Young People	<ul style="list-style-type: none"> • Early years/nursery provision • Primary and secondary education • Links with Further and Higher education • Child Social Work • Child protection • Child mental health • Statutory quality, standards and inspections 	Councillor Carol Hamilton

4.	Executive Member for Finance	<ul style="list-style-type: none"> • All Financial functions 	Councillor George Turnbull
5.	Executive Member for Business & Economic Development	<ul style="list-style-type: none"> • Economic development • Business support • Regeneration • Tourism • Inward investment • Housing 	Councillor Mark Rowley
6.	Executive Member for Transformation & HR	<ul style="list-style-type: none"> • HR • Corporate communications & marketing • Equality and diversity • Corporate transformation • Performance improvement • Emergency planning 	Councillor Simon Mountford
7.	Executive Member for Roads & Infrastructure	<ul style="list-style-type: none"> • Roads network management • Passenger transport • Asset management – roads, bridges, parks, street lighting, property, etc. • Major projects including flooding, schools, etc. • Waste management • SB Contracts • Fleet management 	Councillor Gordon Edgar
8.	Executive Member for Culture & Sport	<ul style="list-style-type: none"> • Culture strategy • Sports strategy • Sports development • Liaison with Live Borders and other Sport and Culture Trusts 	Councillor Euan Jardine
9.	Executive Member for Planning & Environment	<ul style="list-style-type: none"> • Development Plan and Transport Strategy • Building standards • Built Environment and Natural Heritage • Regulatory Services including Environmental Health and Trading Standards 	Councillor Tom Miers
10.	Executive Member for Neighbourhoods & Locality Services	<ul style="list-style-type: none"> • Neighbourhood services strategy • Community planning lead • Locality strategy and policy • Bereavement services strategy 	Councillor Sandy Aitchison
11.	Executive Member for	<ul style="list-style-type: none"> • Chairs Police, Fire & Rescue and Safer 	Councillor Watson McAteer

Community Safety	<ul style="list-style-type: none"> Communities Board Police Fire & Rescue
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3. Roles Out-with the Executive

	ROLE	DESCRIPTION	COUNCILLOR
12.	Convener	<ul style="list-style-type: none"> Civic Head of Council Hosts and attends events Chairs Council Meetings Represents the Council on behalf of the people of the Borders 	Councillor David Parker
13.	Chair of Audit and Scrutiny	<ul style="list-style-type: none"> Audit Scrutiny 	Councillor Stuart Bell
14.	Chair of Berwickshire Locality Committee	<ul style="list-style-type: none"> Lead local engagement and governance Provide local leadership in locality planning and service delivery 	Councillor Jim Fullarton
15.	Chair of Teviot & Liddesdale Locality Committee	<ul style="list-style-type: none"> Lead local engagement and governance Provide local leadership in locality planning and service delivery 	Councillor Stuart Marshall
16.	Chair of Tweeddale Locality Committee	<ul style="list-style-type: none"> Lead local engagement and governance Provide local leadership in locality planning and service delivery 	Councillor Robin Tatler
*	Vice Convener	<ul style="list-style-type: none"> Assists the Convener Deputises for Convener 	Councillor Tom Weatherston
*	Chair of Cheviot Locality Committee	<ul style="list-style-type: none"> Lead local engagement and governance Provide local leadership in locality planning and service delivery 	Councillor Simon Mountford
*	Chair of Eildon Locality Committee	<ul style="list-style-type: none"> Lead local engagement and governance Provide local leadership in locality planning and service delivery 	Councillor Gordon Edgar

* no additional payment

4. Pay Structure

In order to appropriately reward Senior Councillors, two pay levels were created to reflect the varying size, complexity and impact of roles. These would be defined as:

Level "A" – a Senior Councillor with a complex, Council wide, cross service responsibility, with high potential impact.

Level "B" – a Senior Councillor with responsibility for a smaller, specific service area of sub-section of a larger, more complex function.

In order to achieve this structure within the available budget, the following pay rates are defined:

Level "A" - £22,240 per annum (Executive Member roles, excluding the Leader)

Level "B" - £18,450 per annum (roles out-with the Executive, excluding the Convener)