

Special Responsibility Allowances Explanatory Note to the Evaluation Exercise

1. Introduction

Special Responsibility Allowances (SRAs) are either set by the Council within the terms of the Member Allowance Scheme (examples would be political positions, chairs of committees etc) or in the case of positions appointed by the Mayor (Cabinet Members, Executive Advisers, Deputy Executive Advisers and Community Lead Councillors) by an evaluation process. This explanatory note sets out how the positions appointed by the Mayor are evaluated.

2. The Evaluation Process

Under the Member Allowance Scheme the amount of SRA to be paid to each Member holding a special responsibility position appointed by the Mayor is determined by reference to the Job Profile and portfolio held using a common evaluation method.

The Mayor makes four levels of appointment – Cabinet Members, Executive Advisers, Deputy Executive Advisers and Lead Community Councillors. Under the scheme each appointee receives a basic special responsibility allowance enhanced by the number of days the appointee is required to work to deliver the portfolio. The allowance to be paid is determined by the number of points awarded to each portfolio. Each appointment receives a standard points allowance in accordance with the following table:

1	2	3	4
Position	Points	Band	Amount
Community Lead Councillor	25	1A	3,500
Deputy Executive Adviser	50	1B	5,000
Executive Adviser and Cabinet Member	100	2B	10,000

Note: The amounts shown in column 4 are applicable from the 1 April 2007. These amounts will be uprated and backdated to the 1 April 2008 in line with the Local Government Pay Award when this is agreed

Each portfolio sets out the number of days required for the role and for each day 50 points is added. For example, a Community Lead Councillor with 1 day added would be allocated 75 points; an Executive Adviser with 4 days added would be allocated 300 points and so on. The Portfolios for the Mayor's operational and community advisers have informed the judgement regarding the number of days required for the portfolio and the basic level of allowances for these positions. The portfolios have been refined to make them more accessible and are made available on the Council's website.

Allowances are then paid in accordance with the number of points awarded to each position using the following banding structure:

1	2	3
Band	Points Range	Amount
1A	0 – 25	3,500
1B	26 – 50	5,000
2A	51 – 75	7,500
2B	76 – 100	10,000
3A	101 – 150	14,000
3B	151 – 200	18,000
4A	201 – 250	22,000
4B	251 – 300	26,000
4C	301 and above	30,000

Note: The amounts shown in column 3 are applicable from the 1 April 2007. These amounts will be updated and backdated to the 1 April 2008 in line with the Local Government Pay Award when this is agreed

To ensure that there is an independent assessment, the proposals in respect of each portfolio are evaluated by an officer panel comprising the Executive Director, Resources (or their nominee), the Head of Human Resources (or their nominee), an officer from Member Services and an officer from the Mayor's Office and subject to the budget for Member Allowances not being exceeded, the results of the evaluation are reported to the Council for information and published on the Council's website.