

# MEMBERS' ALLOWANCES SCHEME

## 1 Commencement and duration

- 1.1 This Scheme is made under the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended and under all other powers and shall have effect for each year until further notice.
- 1.2 This Scheme may be amended at any time and shall be reviewed by no later than April

## 2 Basic Allowances

Subject to paragraph 9 below, for each year a 'Basic Allowance' as set out in the Schedule to this Scheme shall be paid to each Councillor. [20% of such basic allowance is regarded as a payment for travel expenses which cannot be claimed under this Scheme except in the very limited circumstances set out in paragraph 6 below].

## 3 Special Responsibility Allowance

- 3.1 For each year a 'Special Responsibility Allowance' may be paid to those persons who hold the special responsibilities specified in the Schedule to this Scheme.
- 3.2 Where members of the Authority are divided into at least two political groups and a majority of members of the Authority belong to the same political group (the "controlling group"), a Special Responsibility Allowance shall be paid to at least one person who is not a member of the controlling group and who has special responsibilities as described in the Regulations of 2003.
- 3.3 Subject to paragraph 4 & 9 below, the amount of each such allowance shall be the amount specified in the Schedule to this Scheme.

## 4 Increases in Basic and Special Responsibility Allowances

- 4.1 There shall be no increases in the Basic and Special Responsibility Allowances except that these Allowances shall be subject to the uplift in Officer's salaries in accordance with the JNC pay award from 1 April 2016 and the Schedule shall be duly amended to reflect any such uplift.
- 4.2 Where an amendment is to be made which affects an allowance payable for the year in which the amendment is made, this Scheme provides for the entitlement to such allowance as amended to apply with effect from the beginning of the year in which the amendment is made if the Authority shall do decide to back-date such change.

## 5 Conference Attendance Allowances

- 5.1 No attendance allowance shall be paid in respect of attendance at any conference, seminar, workshop or other such meeting.

## **6 Travel and Subsistence Allowance**

- 6.1 Prior written consent is required from the Executive Director (Resources) and if granted so far as is practicable all rail travel shall be at off peak, discounted or special rates.
- 6.2 Travel and subsistence shall be paid for attendance outside the Borough on approved duties at conferences, bodies and meetings such as those of a regional nature where such attendance is approved in advance by the Council or the Executive Director (Resources), following consultation with Group Leaders. Claims shall be based on actual receipted expenditure up to certain prescribed maxima, except that for subsistence there is no prescribed maximum, and only reasonable expenditure will be permitted as determined by the Executive Director (Resources).
- 6.3 Members shall make every effort to share transport arrangements.
- 6.4 For meetings such as the Planning Board (Site Visits) the Executive Director (Resources) shall provide refreshments where it is appropriate.
- 6.5 For the other meetings of the Council to which members have been appointed, or carry out any duty relating to the functions of the Council, the Executive Director (Resources) shall arrange for Group Secretaries to provide refreshments or make other arrangements (s)he considers appropriate.
- 6.6 Co-opted members, including independent members, and the Parish Representatives of the Standards and Appeals Committee, and persons appointed to the Independent Remuneration Panel, may be paid travel and subsistence allowances.

## **7 Dependants' carers' allowance**

- 7.1 Those Councillors who incur expenditure for the care of their children or dependants may claim an allowance for undertaking particular duties. These duties are specified in the regulatory framework. Claims supported by receipts giving the name, address and relationship of the carer shall be made on a monthly basis.

## **8 Renunciation**

- 8.1 A Councillor or co-opted member may give notice in writing to the Executive Director (Resources) to elect to forego any part of their entitlement to an allowance under this Scheme.

## **9 Part-year Entitlements**

- 9.1 Where entitlement to an allowance is based on a part of a year, allowances shall be paid on a pro-rata basis i.e. where the term of office of a member begins or ends otherwise than at the beginning or end of a year, his entitlement shall be to payment of such part of the allowance as bears to the whole the same proportion as the number of days during which his term of office as member subsists bears to the number of days in that year.

## **10 Claims and Payments**

- 10.1 A claim for travel and subsistence expenses shall be made in writing within two months of the date in respect of which the entitlement to the allowance arises.
- 10.2 Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to sub-paragraph 9.1:
- by instalments of one twelfth of the amount specified in this scheme on the last Friday of each month by bank credit transfer (BACS);
  - travel and subsistence expenses, on the last Friday of each month in respect of claims received by the 10th day of that month.

## **11 Internet access and printer consumables**

- 11.1 That, subject to 11.2 below, Councillors be paid an annual allowance of £250 to meet the costs of connecting to an internet provider of their choice and to cover their costs of purchasing printer consumables such as cartridges and paper.
- 11.2 To obtain this allowance members must confirm in writing, on a form to be determined by the Executive Director (Resources), that they have taken out a subscription to an internet provider and are willing to receive communications electronically from the Council, including agenda.

## **12 Right of the Authority to be repaid**

- 12.1 Where payment of any allowance has already been made in respect of any period during which the person concerned
- (a) ceases to be a member of the Authority; or
- (b) is in any other way not entitled to receive the allowance in respect of that period,
- the Authority may require that such part of the allowance as relates to any such period be repaid to the Authority.

## **13 Publicity**

- 13.1 Details of this Scheme will in accordance with the Regulations of 2003 be published within the Borough and on the Council's website as soon as possible after the Council has agreed or amended the scheme and shall be available for public inspection at all reasonable times.
- 13.2 As soon as practicable after the end of the year, the Council shall make arrangements for the publication, within the Borough, and on the Council's website of the total payments of each allowance made under this Scheme to each person.

## SCHEDULE OF MEMBERS' ALLOWANCES – SPECIAL RESPONSIBILITY AND BASIC

Position	No of Cllrs	Note	% of Leader's Allowance	Allowance From 1 April 2016 £
Leader	1	-	100	11,390
Deputy Leader	1	-	50	5,700
Cabinet Member	3	1	35	3,990
Leader of Opposition Group	1	-	25	2,850
Chairman of the Planning Board	1	-	20	2,280
Chairman of the Improvement & Scrutiny Committee	1	-	15	1,710
Chairman of the Governance & Audit Board	1	-	15	1,710
Chairman of Licensing Board	1	-	15	1,710
Chairman of Standards & Appeals Committee	1	-	15	1,710
Member of the Planning Board (including Chairman)	12	2	5	570
Basic Allowance for Elected Members	45	-	33.33	3,800
<b>TOTAL FOR MEMBERS</b>	-	-	-	<b>218,870</b>
Standards – Independent Person	1	-	10	1,140
Standards – Parish Representative	1	-	3	345
<b>Note 1 – Not including the Leader and Deputy Leader</b>				
<b>Note 2 – This allowance shall be held back until April of each year. 75% shall be paid in full and 25% shall be paid in full only to those members who have attended at least 75% of the training courses organised for the Planning Board.</b>				
<b>NB. Subject to the uplift in Officer's salaries in accordance with the JNC pay award from 1 April 2016</b>				