

# Members' allowances guidance notes

## General

The Local Government Act 2000 requires Councils to establish and maintain an Independent Remuneration Panel which will broadly have the function of providing the authority with advice on its scheme of allowances and the amounts to be paid. Local authorities must have regard to this advice.

## Basic allowance

Every Member is to be paid a basic allowance monthly in arrears. For 2009/10 the basic allowance is £4,360 per annum.

## Special responsibility allowances

Special responsibility allowances, effective from the day after the Annual Meeting, as detailed below:

Leader of the majority party .....	£14,421
Leader of the opposition .....	£6,184
Deputy Leader of the majority party .....	£3,590
Deputy Leader of the opposition.....	£1,549
Cabinet member with portfolio.....	£6,184
Cabinet member without portfolio .....	£2,065
(not available to the Leader of the Council and the leader of the Opposition)	
Chairman .....	£7813
Vice-Chairman .....	£2998

	Chairman	Vice-Chair
Audit and Governance .....	£2,066.....	Nil
Licensing and Enforcement .....	£4,131.....	£836
Development Management/Planning Inspections.....	*£6,184.....	*£3,098
Housing Review Board .....	#£2,010.....	Nil
Coordinating Overview & Scrutiny Committee.....	£4,021.....	Nil
Communities Overview & Scrutiny Committee.....	£2,010.....	Nil
Economy Overview & Scrutiny Committee.....	£2,010.....	Nil
Service Delivery and Performance Overview & Scrutiny Committee...	£2,010.....	Nil

All members of Planning Inspections Committee, excluding the Chairman and Vice Chairman, are able to claim an allowance of £836.

\* Where the Chairman/Vice Chairman of Development Management does not also occupy that position on the Planning Site Inspection Committee separate allowances of £4,131/£2,065 is paid to the Chairman/Vice Chairman of Development Management Committee and £4,131/£836 is paid to the Chairman/ Vice Chairman of the Planning Inspection Committee.

#Currently not claimed by post holder.

## Travelling allowances

### Duties qualifying for the payment of travelling allowances for Members of the Council

At the Policy Committee meeting on 27 June 2001, the rules for Members claiming travelling expenses were summarized as being under three main headings. Below is a summary of the types of allowable claims under each heading:

#### 1. Attending meetings which are called by the Council

- Attendance at Committees and Sub Committees – these are deemed to include Working Parties, Steering Groups, Consultative Committees, Best Value Reviews, etc.

- ❑ Meeting(s) between Members and Officers – formally arranged by the appropriate Chief Officer in connection with the purpose or discharge of the Council functions.

**2. Carrying out duties on behalf of the Council**

- ❑ Site visits and public meetings – attendance at site visits and formal meetings with the public or developers with other Members and Officers of the Council to which the Member has been invited by the Chief Officer.
- ❑ Opening ceremonies, presentation of certificates, awards or other similar ceremonies – attendance at opening ceremonies or other ceremonies for the purposes of carrying out the presentations etc, presentation of certificates and awards.
- ❑ Attendance at Planning or Other Local Inquiry – where a Member has been specifically requested in writing by the Chief Executive or other Chief Officer to give evidence (or prepare) on behalf of the Council.
- ❑ Official tours, civic days, etc – attendance at official tours, civic or similar occasions subject to prior approval of appropriate Committee or Chief Officer.
- ❑ Chairmen and Vice Chairmen - attendance by the Chairmen or Vice Chairmen of the Council (and the local Ward Member) at civic ceremonies or functions, etc.
- ❑ Opening of tenders – attendance at the opening of tenders when specifically requested to attend by a Chief Officer.

**3. Attending meetings of other bodies at which Members are representing the Council**

- ❑ Joint meetings between the Council, other local authorities and other bodies subject to such meetings being approved in advance by Committee or a Chief Officer.
- ❑ Conferences, seminars, etc – attendance at seminars, courses, “teach-ins”, or similar occasions subject to the approval of the appropriate Committee or Chief Officer in consultation with the Chairman of the Committee.
- ❑ Outside bodies – attendance at formal meetings of outside bodies as an elected representative of the Council, the subject of which has received Council approval as being to further the interests on the functions of the Council or local government generally.
- ❑ Other – in those circumstances where a Corporate Director is satisfied that had time permitted the Council would have authorized the attendance of a Member at a meeting or function, the purpose of which is related to a function or duty of the Council, provided such approval is given in advance of duty being undertaken.

For all other meetings and duties, for example meetings with constituents, attending Parish Council Meetings as elected Members of wards, no travelling expenses may be claimed.

**Travelling rates**

The rates of travel by a Member’s motor vehicle in 2009/10 are:

	<b>Per mile first 8,500</b>	<b>Per mile after 8,500</b>
Up to 999cc	42.9p	11.7p
1000cc to 1199cc	47.7p	12.2p
1200cc & above	60.1p	14.2p

Passenger rate is 5p per passenger per mile (max 4 passengers per journey). Bicycle allowance: 20p per mile.

## **Subsistence allowances and rates 2009/10**

Subsistence allowances may be claimed to meet the costs of meals, refreshments, accommodation etc, in connection with approved duties, and the rates shall not exceed:

□ In the case of an absence, not involving an absence overnight, from the usual place of residence:

- of more than 4 hours, £5.94 for breakfast (£7.27 in London)
- of more than 4 hours, £8.21 for lunch (£10.38 in London)
- of more than 4 hours, ending after 7pm, £10.15 for an evening meal (£13.49 in London); provided that, for meetings such as Council or Committee meetings, meals or refreshments may be provided by the Council, including on occasions where the absence from the residence may not exceed 4 hours.

Where such meals are provided or paid for separately by the Council, the appropriate subsistence allowance shall not be paid to a Member, unless the Member has unforeseen commitments that prohibit the taking of the meal.

□ In the case of an absence overnight from the usual place of residence, £85.36\*, or, for such an absence overnight in London or an annual conference of the Local Government Association or such other association of bodies as the Secretary of State may designate, £97.36\*. The cost for overnight accommodation above these limits will not be reimbursed but the Councillor is entitled to pay the difference.

\* Subject to review for 2010/11.

□ The actual reasonable costs of meals taken on trains may be reimbursed.

□ All claims should be backed up with receipts.

## **Child care and dependant carer's allowance**

A child care and dependant carer's allowance scheme was introduced on 1 April 2003.

The child care and dependant carer's allowance increased in line with the minimum wage to £5.80 with a maximum amount of 5 hours able to be claimed in any one day. This may be claimed when a carer for a dependant has been engaged to enable a Member of the Council to carry out an approved duty. A carer will be any responsible person who does not normally live with the Member as part of that Member's family.

Full details of the child care and dependant carer's allowance scheme are contained within the "Scheme of Members' Allowances" document.

## **Payment of allowances**

Basic and special responsibility allowances will be paid monthly.

Any Member not wishing to claim these allowances should inform Diccon Pearse, Corporate Director, in writing.

Travelling and subsistence will be paid on receipt of duly completed claim forms with supporting receipts.

## **Social Security and Housing Benefits Act 1982**

For the purposes of this Act, any Member who claims Members' allowances is technically employed by the Council and can claim sick pay from the Council. There are several conditions, and the claimant must not be over the age of 65 (60 for females). To comply with this scheme, a Member must notify illness on the first day, but in any event not later than the fourth day and on the eighth day produce a Doctor's note. Sick payments will be made by the Council for a period of 28 weeks, thereafter by the Department of Work and Pensions.