

## MEMBERS' ALLOWANCE SCHEME

### 1. BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

The present scheme was adopted by Council in February 2021 following a review of Members' Allowances by an Independent Remuneration Panel.

The scheme provides for a Basic Allowance payable to all Members together with an allowance for Members who have a Special Responsibility. No Member is entitled to receive more than one Special Responsibility Allowance.

**Basic Allowance per annum (per Member)** £4,704.16

#### SPECIAL RESPONSIBILITY ALLOWANCES:

- Leader of the Council £11,460.42
- Deputy Leader £5,959.42
- Executive Members £5,501.00
- Opposition Group Leader £2,290.09
- Chair of Overview and Scrutiny Committee £3,438.12
- Chair of Policy Review Committee £3,438.12
- Chair of Audit Committee £2,292.09
- Chair of Planning Committee £4,584.16
- Licensing Committee £3,438.12

The Members' Allowances Scheme will be indexed to match local government pay settlements using the National Joint Council (NJC) annual cost of living pay award agreed for Council staff until the next review of the scheme.

## 2. TRAVEL AND SUBSISTENCE

The travel and subsistence allowances payable to Councillors are in line with the Officer's Travel and Subsistence Policy.

### TRAVEL

Councillors and non Council appointed Members are entitled to claim travelling costs for attending meetings and other duties associated with being a Councillor or representing however travel costs for attending political group meetings will not be paid.

Anyone submitting a claim must ensure they hold valid insurance. In hold this insurance, the driver must have a valid UK driving licence and be driving a roadworthy vehicle (with a valid MOT if applicable).

The Council will pay travelling allowances based on the cost of public transport, or essential or casual car user allowance, whichever is the least cost.

#### Receipts

As of 1 July 2018, Councillors using their vehicles for business purposes will no longer have to provide fuel purchase VAT receipts in support of their claim. However, in accordance with HMRC guidelines, the Councillor must retain the receipt(s) and produce these as and when required by Human Resources or audit. HMRC rules are that such receipts should be kept for a minimum of six years and available for audit at any time during this period.

#### Submission Dates

All requests for business related expenses must be submitted for approval within a six month period from the date the expense was incurred.

All travel claims are to be submitted on a travel claim form. Payment will be made through the payroll on a monthly basis. The form should be submitted by the payroll deadline set.

#### Taxis

The cost of taxis may be reimbursed where their use is considered essential.

### SUBSISTENCE

**Please note:** to be able to claim any monies for the subsistence allowances listed below, valid receipts **must** be attached to the relevant claim form.

#### Criteria

The purpose of subsistence is that a Councillor should not be placed at a financial disadvantage because they are carrying out Council business. Subsistence allowances

are paid to reimburse expenditure which would not normally be made. They are not an additional remuneration to supplement pay.

The chief criterion for payment of subsistence, therefore, is that the Councillor will have had to incur additional expenditure on the purchase of a meal and that they will have been prevented from following their normal meal arrangements.

### **Subsistence Guidelines**

#### Breakfast

This is payable where a Councillor starts work or training before 8.00 am. The current allowance for breakfast reimbursement is £8.07. Any expenditure above this rate will be funded by the Councillor.

#### Lunch

This is payable if the Councillor is away from their place of work between midday and 2.00pm. "Away" is regarded as at least five miles from the work centre.

The current allowance for lunch reimbursement is £11.14. Any expenditure above this rate will be funded by the Councillor.

#### Dinner

This is payable where the Councillor would arrive after 8.30pm having worked away from the office, and is returning to the work centre.

The current allowance for evening meal reimbursement is £13.81. Any expenditure above this rate will be funded by the employee.

#### Overnight Accommodation

Before Members can claim for overnight accommodation, prior approval is required. This should come from Democratic Services.

### **3. MEMBERS' ICT ALLOWANCE**

Members will be paid a £10 monthly ICT allowance for home broadband and consumable only. This is combined into the basic allowance.

Where Members are provided with a tablet device by the Council then they will be subject to an acceptable usage policy for Members in line with that of the Council's ICT acceptable use policy for staff.

### **4. DEPENDENTS' / CHILD CARERS' ALLOWANCE**

Members will be able to be reimbursed on the production of receipts or evidence of expenditure, for costs incurred with regard to the care of their children or dependents when undertaking the following official duties:

- Attendance at a meeting of the Council including any Committee, Sub-Committee or Working Party of the Council;

- Attendance at any outside body to which the Council makes appointments or nominations, or at any Committee or Sub-Committee of such a body;
- Attendance at a meeting of the Executive or of any other meetings in the role of an Executive Member;
- Attendance at a meeting of any association of Authorities of which the Council is a member.

Any costs will be reimbursed at the rate of the National Living Wage and will include reasonable travel time to and from the location of the meeting.

## **5. THE CHAIRMAN'S ALLOWANCE**

The Chairman will have a budget of £5,910 to support their year in office. This will be split into an allowance of £1,000 and a budget for £4,910 to assist with support and fundraising during their civic year. Any remaining money in the Chairman's budget at the end of their civic year will be given to the Chairman's chosen charity.

## **6. The VICE CHAIRMAN'S ALLOWANCE**

The Vice Chairman will have an allowance of £500 to support their year in office.