

MEMBERS' ALLOWANCES SCHEME



CHARNWOOD BOROUGH COUNCIL

SCHEME OF MEMBERS' ALLOWANCES

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, Charnwood Borough Council has agreed the following scheme for members' allowances. In the scheme the term year means the period of 12 months ending on the day of the Annual Council Meeting

1. BASIC ALLOWANCE
Subject to paragraph 8, for each year a basic allowance as specified in schedule 1 to this scheme shall be payable to each councillor.
2. SPECIAL RESPONSIBILITY ALLOWANCE
Subject to paragraph 8, for each year a special responsibility allowance shall be payable to those councillors and co-opted members who have the special responsibilities that are specified in schedule 2 to this scheme. For those councillors who have more than one special responsibility allowance, the highest will be paid at 100% and the second or subsequent allowances will be paid at 50%.

Where a majority of councillors 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 has special responsibilities specified in schedule 2 to this scheme.

3. BASIC ALLOWANCE – CO-OPTED MEMBERS
Subject to paragraph 8, for each year, a basic allowance as specified in schedule 1 to this scheme shall be payable to co-opted members and Independent and Parish Members of the Standards Committee.
4. CARERS' ALLOWANCE
Expenditure incurred by councillors in providing childcare or in providing care for an elderly, sick or disabled dependent relative to facilitate their attendance at duties specified in the Regulations and approved by the Council shall be reimbursed in accordance with schedule 3 to this scheme.
5. TRAVEL AND SUBSISTENCE ALLOWANCES
Expenditure incurred by councillors in respect of travel and subsistence to facilitate their attendance at duties specified in the Regulations and approved by the Council shall be payable in accordance with schedule 4 to this scheme.

The travel and subsistence allowances set out in this scheme are available to the Co-opted, Independent and Parish Members of Council committees described in paragraph 3.

6. APPROVED DUTIES

Duties specified in the Regulations, together with specific duties approved by the Charnwood Borough Council in respect of which travel, subsistence and carers' allowances are payable are listed in schedule 5 to this scheme.

7. RENUNCIATION

A councillor may by notice in writing given to the Head of Financial Services elect to forego any part of his or her entitlement to an allowance under this scheme.

8. PART-YEAR ENTITLEMENTS AND CEASING OF PAYMENTS

(1) Councillors who are elected, or cease to be elected, part way through the Municipal Year shall receive their basic allowance pro-rata. The same provisions exist for those councillors who are appointed to a position attracting a Special Responsibility Allowance or who cease to hold a position attracting a Special Responsibility Allowance.

(2) Where a councillor is suspended or partially suspended from his/her responsibilities or duties as a member of the Council, the part of the basic allowance payable to the councillor in respect of the period for which he/she is suspended or partially suspended may be withheld by the Standards Committee. The same shall apply in respect of special responsibility allowances.

9. PENSIONS

(1) All members of the Borough Council who satisfy the requirements of the principles and Regulations of the Local Government Pension Scheme shall be eligible for membership of the Scheme.

(2) Both a basic allowance and a special responsibility allowance can be treated as eligible payments for the purpose of the Local Government Pension Scheme.

10. CLAIMS AND PAYMENTS

(1) Payment of basic and special responsibility allowances shall be made in monthly instalments of one-twelfth of the amounts specified in this scheme.

(2) Claims for carers' allowance shall be in accordance with the conditions as specified in Schedule 3 to this scheme.

(3) Claims for travel and subsistence allowances shall be in accordance with the conditions as specified in Schedule 4 to this scheme.

11. IT FOR COUNCILLORS

In addition to the allowances specified in the Local Authorities (Members Allowances)(England) Regulations 2003, Charnwood Borough Council has authorised the IT support to councillors set out in Schedule 6.

SCHEDULES

All amounts in the following schedules are paid from 12th May 2009 to 13th May 2010

SCHEDULE 1

BASIC ALLOWANCE

	Allowance
Councillor	£4,772
Independent Member of the Standards Committee	£239
Parish Member of the Standards Committee	£239

SCHEDULE 2

SPECIAL RESPONSIBILITY ALLOWANCE

	Allowance
Leader	£11,931
Deputy Leader*	£8,352
Other Members of the Cabinet (7)	£4,772
Chair of Scrutiny Committee or Scrutiny Commission (4)	£3,341
Independent Chair of Audit Committee	£3,341
Chair of Plans Committee (2)	£3,579
Leader of the Opposition	£4,000
Chair of the Regulatory Committee	£1,432
Chair of the Standards Committee	£1,432
Chair of Licensing Committee	£2,386
Vice-chair of Scrutiny Committee or Scrutiny Commission (4)	£1,432
Vice-Chair of Plans Committee, <i>should a new combined Plans Committee be established</i>	£1,432
Vice-chair of Licensing Committee (2)	£716

*The difference between this amount and the Cabinet member allowance would be divided as considered appropriate if more than one Deputy Leader is appointed.

SCHEDULE 3

CARERS' ALLOWANCE

A Carers' Allowance shall be payable for duties specified in the Local Authorities (Members' Allowances) (England) Regulations 2003 and approved by the Council subject to the following conditions:

- (i) The maximum hourly rate reimbursed for independent care of a child under the age of 14 shall be equal to the minimum wage;
- (ii) The maximum hourly rate reimbursed for the professional care of a dependent relative shall be equal to the Leicestershire County Council's hourly rate for a Home Care Assistant;
- (iii) Councillors must certify that the costs have been actually and necessarily incurred and the allowance shall be paid as a reimbursement of incurred expenditure against receipts;
- (iv) The allowance shall not be payable to a member of the claimant's own household.
- (v) The Director of Programmes and Resources or Head of Democratic Services shall be able to exercise discretion in respect of the above conditions in exceptional and justified circumstances.
- (vi) Claims shall be made within four months of the duty to which it relates.

SCHEDULE 4

TRAVEL AND SUBSISTENCE ALLOWANCES

Travel and Subsistence Allowance shall be payable in respect of duties specified in the Regulations and approved by the Council (see Schedule 5). Claims shall be made within four months of the approved duties to which they relate.

In respect of travel the following may be claimed:

- (a) The actual cost of travel by public service must not exceed the ordinary or any available cheap fare. Standard class rail fare may be claimed. In the case of travel by ship, first class fare is applicable.
- (b) Deposit or portage of luggage and sleeping car accommodation subject to reduction by one-third of the subsistence allowance for that night.
- (c) Taxi-cab fares in cases of urgency or where no public service is reasonably available. The amount claimed shall not exceed the actual fare and any reasonable gratuity.

- (d) The cost of hiring a car which must not exceed the rate applicable to the members' own car.
- (e) Where a councillor uses his or her own motor car or motor cycle, the mileage rate claimed shall be as the rates available to staff (casual users) and agreed by the National Joint Council for Local Government Services (NJC) on an annual basis.

Current rates are:

451-999cc	42.9p
1000-1199cc	46.9p
1200- 1450cc	58.8p

For journeys out of county, councillors are encouraged to use rail travel. However, if they use their car, the cost claimed shall be the mileage rate above or the cost of standard return rail fare, whichever is the lower.

- (f) Where a councillor carries a passenger, the additional mileage allowance of 2p per mile set by the Inland Revenue shall apply.

Where a councillor uses a pedal cycle, the mileage rate locally agreed for staff shall apply, currently 32p.

In respect of subsistence:

Subsistence allowance for councillors shall be the same as for staff and in accordance with guidance from the Inland Revenue such that the Council will refund actual amounts spent in respect of subsistence where supported by receipts and provided that the amounts are reasonable. The following rates are considered by the Inland Revenue to be acceptable as a guideline as to whether actual expenditure is reasonable and also for payment as "flat rates" where receipts are not available:

In the case of absence not involving overnight stay, but not at the normal place of residence:

- (i) for more than four hours before 11am – Breakfast allowance - £4
- (ii) for more than five hours after this time, ending before 8.30pm – Lunch/Tea allowance - £5
- (iii) for more than five hours ending after 8.30pm – Dinner allowance - £8

Use will not be made of a "flat rate" in respect of overnight absence as all expenditure in that respect should be claimed based on actual expenditure only, supported by receipts. However, a flat rate (without the need for receipts) of up to £5 for incidental expenses resulting from overnight absence is claimable. Where possible, overnight accommodation should be booked by the Council so that the VAT element can be reclaimed.

Subsistence allowances may not be claimed where adequate refreshments are provided.

SCHEDULE 5

APPROVED DUTIES OF THE COUNCIL

The Council has agreed that an approved duty, for the purpose of the payment of travel, subsistence and carers' allowances, is attendance at meetings of:

Council
Cabinet
Scrutiny Commission
Scrutiny Committees and their panels
Plans Committee 1 and its site inspections
Plans Committee 2 and its site inspections
Regulatory Committee, its panels and its site inspections
Licensing Committee and its Sub-committees
Standards Committee and its Panels
Audit Committee
Personnel Committee and its Panels
Joint Consultative Committee

Meetings of all outside bodies to which the Council makes appointments and upon which the councillor serves as a representative of the Council or substitute representative.

Conferences authorised by committees or in accordance with the scheme of delegation.

Interviews for the appointment of staff.

The opening of tenders in accordance with the requirements of the Council's Constitution.

Attendance by Cabinet Members at meetings within the Borough that relate directly to their lead member role.

Such other meetings at which individual members have been appointed to represent the Borough Council other than as members of outside bodies, either by virtue of a specific resolution or in the capacity of Leader or Deputy Leader or as Chair or Vice-chair of a Committee.

Training sessions, briefings and other meetings certified by the Head of Democratic Services.

Further to the above, the Council has agreed the following:

- (i) That travel, but not subsistence, allowance be payable to a borough councillor in respect of attendance by invitation at a Parish Council or Parish Meeting to participate in the discussion of a Borough Council function.

- (ii) That travel and subsistence allowance be payable to a borough councillor in respect of attendance at Borough Council premises or other establishments within the Borough on such occasions as they consider necessary in connection with the discharge of the Council's functions up to a limit of 15 occasions in each Council year. These are known as "duty days". This provision is an authorisation to carry out an approved duty of a councillor's own choice on 15 occasions of whatever duration and not 15 duty days which might be interpreted, for example, as 30 half days.
- (iii) That travel and subsistence allowance be payable to a borough councillor in respect of full meetings of political groups held at Borough Council premises and specifically related to the business of the Borough Council on not more than 15 occasions in the period commencing with the day of the Annual Meeting of the Council in any year and terminating on the day preceding the Annual Meeting in the following year."

SCHEDULE 6

IT FOR COUNCILLORS

The Council provides all councillors with a laptop computer, printer and appropriate software and support. In relation to Broadband, where the councillor has their own Broadband connection, a contribution of £17.99 will be made per month via the Council's payroll system. As most Broadband agreements are for a minimum of 12 months, the councillor is liable to pay the remaining contributions under the agreement should he/she leave office before the end of the contract.