

PART 6 - MEMBERS' ALLOWANCE SCHEME

FOR THE PAYMENT OF MEMBERS' ALLOWANCES 2020/21

SCHEME MADE IN ACCORDANCE WITH THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003

Basic Allowance

1. Each Member of the Council will be entitled to receive the sum of £8,474.84 per annum by way of Basic Allowance. If a Member of the Council does not serve as an elected Member for the whole of the 12 month period or becomes disqualified, they will only be entitled to pro-rata payments for the period(s) during which they are actually a serving Member of the Council.

Special Responsibility Allowances

2. Members undertaking the special responsibilities listed below are entitled to the amounts shown on an annual basis. If a Member of the Council does not serve as an elected Member for the whole of the 12 month period or becomes disqualified or if they cease to perform the duties for which the allowance is payable, they will only be entitled to pro rata payments for the period(s) during which they undertake the duties. No Member may receive more than one special responsibility allowance except in the case of a Member who is appointed as Co-Chair of more than one body for which an Allowance is payable to the Chair*. In such circumstances the Member concerned may receive two Allowances so long as the total amount payable does not exceed the amount that would have been payable to the Chair of either body concerned.

- * Where a Member holds another position within the Council for which a special responsibility allowance is payable (eg Deputy Mayor) that shall be construed as being a Co-Chair for the purposes of this provision so long as the total amount payable to that Member does not exceed the amount that would have been payable to the Chair of the body for which they are Co-Chair.

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3. The entitlement to these payments is in addition to the Basic Allowance.

Leader of the Council	£26,491.03	*
Deputy Leader	£19,560.34	
Leader of the Opposition	£13,040.22	*
Portfolio Holder	£13,037.68	
Chair of Neighbourhood Committee	£13,037.68	
Chair of Development Control Committee	£13,037.68	
Chair of Health and WellBeing Board	£13,037.68	
Opposition Spokesperson	£6,518.83	
Leader of a Minority Opposition Group	£6,518.83	*
Chair of Audit, Governance and Standards Committee	£6,518.83	
Chair of Licensing Committee	£6,518.83	
Chair of Health Overview Panel	£6,518.83	
Chair of Pension Fund Panel	£6,518.83	
Mayor	£16,774.92	
Deputy Mayor	£5,588.63	

* plus £326.01 per Member of the Group

Allowances for Independent and Co-opted/Advisory Members

An Allowance of £553.45 per annum is payable to the Independent member of the Audit, Governance and Standards Committee and to each of the Advisory

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Members appointed to serve on the Growth Committee, Adults and Children's Committee and Housing Sub-Committee. If any of those Members does not serve in that capacity for the whole of the 12 month period or becomes disqualified, they will only be entitled to pro-rata payments for the period(s) during which they are actually serving in that capacity.

Dependents' Allowances Scheme

4. The Council's Dependents' Allowances Scheme provides for: The payment of an allowance to Councillors who, to enable them to undertake their duties as a Councillor, incur costs in arranging care for dependent relatives living with them.
5. For the purposes of the scheme 'duties as a Councillor' is defined as attending any meeting or activity organised by, or on behalf of, the Council. This would include attendance at meetings of outside bodies where the Councillor is the Council's representative on the body in question (or a properly appointed substitute member) and attendance at conferences, seminars etc where such attendance is relevant to the Councillor's role on the Council. Any dispute as to entitlement, and any allegations of abuse, shall be referred to the Audit, Governance and Standards Committee for adjudication
6. Payments can be made at a maximum rate equivalent to the Living Wage for London (currently £10.75 per hour) to meet, or contribute towards, actual costs incurred by the Councillor in arranging care for dependent relatives. The maximum rate payable shall increase in line with the minimum wage.
7. Child care costs incurred during the day-time at a registered nursery or equivalent will be paid on a per child basis up to the maximum hourly rate.
8. The maximum period for which any one claim can be made is the duration of the meeting or activity itself, plus, in the case of meetings/activities within the Borough, 30 minutes in total to reflect travelling time to and from the venue. For meetings of outside bodies that take place outside the Borough the actual amount of time spent travelling to and from the venue may be claimed.

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9. Dependent relatives are defined as children under the age of 14 and elderly or disabled relatives who could not be left alone.
10. Payments are not normally made to other family members or persons resident at the Councillor's home.
11. Councillors claiming an allowance must certify that they had needed to incur the costs involved to enable them to carry out the duty in question and produce a signed invoice/receipt in respect of any payments made showing the name and address of the carer.
12. Completed claim forms should be submitted to the Assistant Director of Governance and Law.
13. Payments made under this Scheme may be liable to Income Tax and National Insurance Contributions.

¹ Reviewed annually in November

Travel and Subsistence Allowances

14. Travel and Subsistence Allowances will not be paid to Members of the Council except where they are acting in a representative capacity (e.g. at Conferences or Seminars) outside of the Borough.

Withholding Allowance Payments

15. Where a Member is suspended or partially suspended from their responsibilities or duties as a Member of the authority in accordance with Part III of the Local Government Act 2000, or Regulations made under that Part, the Audit, Governance and Standards Committee may authorise the withholding of the Basic Allowance and any Special Responsibility Allowance payable to that Member in respect of the period of suspension.
16. Where payment of any Allowance has already been made in respect of any period during which a Member is suspended, or partly suspended, in accordance with Part III of the Local Government Act 2000, or Regulations made under that Part, or ceases to be a Member of the Authority, or is any way not entitled to receive an Allowance, the Authority may require that such part of the Allowance that relates to that period be repaid to the Authority.

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17. These same provisions shall apply to Co-opted/Advisory Members receiving Allowances in accordance with paragraph 5 of this Scheme.

Pensions

18. The Council has determined that no Members of the Authority shall be entitled to pensions under Part 3 of the Local Authorities (Members' Allowances) (England) Regulations 2003.

Annual Up-Rating of Allowances

19. The Allowances set out in paragraphs 1-5 of this Scheme shall be up-rated annually by the same percentage increase as is awarded under the annual Local Government Pay Settlement.

Payroll Arrangements

20. All elected Members of the Council will automatically be put onto the Council's payroll to receive Basic Allowance and any Special Responsibility payment to which they may be entitled.
21. Members should write to the Assistant Director of Governance and Law if they do not wish to receive any/all of their Allowances.
22. Claims for allowance payments not automatically covered by monthly payroll transfer are to be made on the forms which are obtainable from the Assistant Director of Corporate Governance and Law.

Time Limit on Claims

23. All claims for Allowances and any other payments not covered by automatic monthly payroll transfers, together with the appropriate receipts, must be submitted to the Assistant Director of Governance and Law within two calendar months of the date on which the duty qualifying for the payment is carried out.

Members who are Members of more than one Authority

24. Where a Member of the Council is also a Member of another authority (as defined in paragraph 3(1) of the 2003 Regulations), they may not receive Allowances from more than one Authority in respect of the same duties.



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