

## **Part 6 – Members’ Allowances Scheme – 2015 / 2019<sup>1</sup>**

<b>Type</b>	<b>Allowance Per Annum</b>	
<b>Basic Allowance (“BA”)</b> (for all elected Members x 51)	£ 8,673	
<b>Special Responsibility Allowances (“SRA”)</b>		
<b>Note:</b> SRAs are paid in addition to BA, but no Member shall be entitled to payment of more than one SRA regardless of the number of remunerable posts they hold. If a Member holds more than one post which attracts an SRA, it will be assumed they will be paid the higher SRA.		
Leader	£30,354	(350% of BA)
Deputy Leader	£15,611 <sup>2</sup>	(180% of BA)
Executive Councillors (other than Leader and Deputy)	£11,275	(130% of BA)
Mayor <sup>3</sup>	£13,009	(150% of BA)
Deputy Mayor	£ 3,035	(35% of BA)
Leader of the largest opposition group	£ 8,673	(100% of BA)
	(If two main opposition groups are equal in size, each group leader will be paid 100% of BA.)	
Leader of other opposition groups	£2,168 (25% of BA)	(But if opposition group has less than 4 members then this SRA is not payable.)
Deputy Leader of an opposition group	£2,168 (25% of BA)	(But if opposition group has less than 17 members, namely one third of the Council, then this SRA is not payable.)
Chairmen of Scrutiny Committees (x 3)	£ 6,505	(75% of BA)
Vice Chairmen of Scrutiny Committees (x3)	£ 1,301	(15% of BA)
Chairman of Development Control Committee	£ 8,673	(100% of BA)
Vice-Chairman of Development Control Committee	£ 2,168	(25% of BA)
Chairman of Audit Committee	£ 2,168	(25% of BA)
Chairman of Licensing Committee / Chairman of Licensing Sub-Committee (A or B)	£ 5,204	(60% of BA)
Vice-Chairman of Licensing Committee / Vice-Chairman of Licensing Sub-Committee (A or B)	£ 4,770	(55% of BA)
Chairmen of Appeals Committee A and Appeals Committee B (x 2)	£ 2,168	(25% of BA)
Vice-Chairmen of Appeals Committee A and	£ 542	(6.25% of BA)

<sup>1</sup> Revised with effect from 1<sup>st</sup> August 2015.

<sup>2</sup> Where there are 2 Deputy Leaders who rotate the statutory duties, they shall receive this allowance on a pro rata basis for the duration of their formal term of office.

<sup>3</sup> The Mayor and Deputy Mayor Allowances are payable under sections 3(5) and 5(4) of the Local Government Act 1972.

Type	Allowance Per Annum
Appeals Committee B (x 2)	
Chairman of Standards Committee	£ 1,735 (20% of BA)
Group Leader of a group in a Joint Administration not otherwise in receipt of an SRA.	£ 0
Chairman of Health & Wellbeing Board	£ 0

Co-opted Members Allowance	
Audit Committee	£ 1,084 (12.5% of BA)
Statutory Co-opted members on Scrutiny Committees	£ 260 (3% of BA)
Independent Persons (re Standards Regime)	£ 1,084 (12.5% of BA)

Dependants' Carers' Allowance	
Basic "sitters" allowance	To be based on and linked to the minimum wage applicable to the age of the carer as follows: <ul style="list-style-type: none"> <li>▪ £5.93 – the main rate for workers aged 21 and over</li> <li>▪ £4.92 – the 18-20 rate</li> <li>▪ £3.64 – the 16-17 rate for workers above school leaving age but under 18</li> </ul>
Professional carers	Up to £10.00 per person cared for per hour
Specialist carers	Up to £15.00 per person cared for per hour
Booking fees	Actual up to £10.00
<b>1.</b>	Members and Co-opted Members shall be entitled to claim for the care of dependants in accordance with the rates set out in this scheme, subject to the provisions in 1.1 below.
<b>1.1</b>	The following provisions apply to Dependants' Carers' Allowances: <ol style="list-style-type: none"> <li>(a) Payments shall be claimable in respect of children up until their fifteenth birthday or in respect of dependants where there is medical or social worker evidence that care is required.</li> <li>(b) The Council reserves the right to require evidence that there is a reasonable need for the level of care in respect of which a claim is made. Members seeking to claim an allowance to cover the cost of professional or specialist carers should first seek the approval of the Head of Legal &amp; Democratic Services.</li> <li>(c) A claim will be reimbursed where it is a reasonable requirement of the market that a booking fee is payable and that a rate is payable for each person cared for.</li> <li>(d) The allowance shall be paid as a reimbursement of actual incurred expenditure against receipts. If receipts are unavailable the payment will be made through the Council's payroll and be subject to tax and national insurance contributions.</li> <li>(e) When there is more than one Member in a household, only one claim can be made in respect of each person cared for.</li> </ol>

	(f) The paid carer cannot be a member of the immediate family or household.
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<b>Travelling &amp; Subsistence Allowances (Out of Borough Approved Duties Only)</b>	
<b>1.</b>	Members (including co-opted members) are entitled to claim travelling and subsistence allowances at the same rates as apply to Council officers (see details in 3 below) in connection with, or relating to, one or more of the following <b>Approved Duties</b> which are undertaken or take place <u>outside</u> the Borough of Southend-on-Sea:
<b>1.1</b>	Attendance as the Council's appointee or nominee (or substitute) at the meeting of any body to which the Council makes appointments or nominations (or any committee or sub-committee of such a body) <u>provided that</u> no such allowances are payable by the body concerned.
<b>1.2</b>	Attendance at a meeting, the holding of which is authorised by the Council (or a committee, sub-committee or joint committee), <u>provided that</u> :  (a) it is a meeting to which members of at least two political groups have been invited; and  (b) no such allowances are otherwise payable in respect of that meeting.
<b>1.3</b>	Attendance as the Council's nominee (or substitute) at a meeting of any association of authorities of which the Council is a member e.g. the Local Government Association <u>provided that</u> no such allowances are payable by the association concerned.
<b>1.4</b>	Attendance at such other meetings, conferences, presentations, training events, etc where it is in the interests of the Council that the Member attends and such attendance is approved in advance by:  (a) Council, Cabinet or a Committee; or  (b) The Corporate Director for Corporate Services or the Head of Legal & Democratic Services under the penultimate bullet point in paragraph 4.2 of the Delegations Scheme in Part 3, Schedule 3 of the Constitution.
<b>2.</b>	No travelling or subsistence allowances are payable to Members (or co-opted members) in connection with, or relating to, any duties which are undertaken or take place within the Borough of Southend-on-Sea: The Basic Allowance already reflects in-Borough travel and subsistence costs.
<b>3.</b>	<p><b>Claiming and Payment of Travelling &amp; Subsistence Allowances re Out of Borough Approved Duties only</b></p> <ul style="list-style-type: none"> <li>▪ Members (including co-opted Members) are entitled to receive payment of travelling and subsistence allowances in accordance with the respective rates prescribed under the Officer Allowances Scheme (as detailed in 3.1 and 3.2 below). <b>Members can only claim allowances for travel undertaken and for subsistence costs actually incurred.</b></li> <li>▪ Members are responsible for completing their own travel and subsistence claims on the official form which Internal Audit shall prescribe which should be sent to the Members Officer – Legal &amp; Democratic Services.</li> <li>▪ Claim forms must be submitted by the 15<sup>th</sup> day of the following month for which a claim relates <b>otherwise it will not be paid.</b></li> <li>▪ Claims are liable for checking as they are processed by the Payroll team and Members may be contacted if Payroll has any queries.</li> </ul>

<p><b>3.1</b></p>	<p><b>Travelling Allowances (Out of Borough – Approved Duties only)</b></p> <p><b>(a) Car Allowances</b></p> <p>This is payable at 45p per mile (up to 10,000 miles), 25p per mile thereafter and subject to the following conditions:</p> <ul style="list-style-type: none"> <li>▪ Return car mileage is calculated by reference to the shortest practicable route from the Member's normal place of residence to the point at which the approved duty is performed.</li> <li>▪ Mileage can be claimed for a car in which a Member is being driven by a family member or friend - provided that person is not also submitting a mileage claim for the same trip.</li> <li>▪ There is no allowance payable for additional passengers travelling with the driver.</li> <li>▪ Any travel claim should reflect actual trips undertaken. The claim form should record the date, start and finish times, start and finish points of the journey, purpose of the journey, and actual mileage or other travel expense for each journey. Journey distances can be checked via the AA web site – and if there are special reasons why a longer route was taken then these should be stated on the form.</li> <li>▪ A Member using their own car and claiming mileage must ensure that they hold a current driving licence and have current motor insurance that permits the use of the vehicle for Council business and indemnifies the Council against 3<sup>rd</sup> Party claims.</li> </ul> <p><b>(b) Motor Cycle Allowances</b></p> <p>This is payable at 24p per mile and the conditions in (a) above apply.</p>
	<p><b>(c) Bicycle Allowances</b></p> <p>This is payable at 20p per mile.</p> <p><b>(d) Public Transport</b></p> <p>Members who travel by public transport can claim the relevant bus fare or second class rail fare. First class travel or taxis should only be used in exceptional circumstances. Whenever first class rail or taxi fare is claimed, the reason for such should be stated on the claim form.</p> <p>Wherever possible receipts or the ticket should accompany the claim. Where no receipt is provided, claims will be subject to tax and National Insurance deductions.</p> <p><b>(e) Air Travel</b></p> <p>Members who travel by air should only claim economy or budget fare.</p>

### 3.2 Subsistence Allowances

The following subsistence allowances apply subject to the conditions set out in (f) below:

(a)	<b>Breakfast Allowance</b> Need to be at venue before 11 am	<b>£6.72</b>
(b)	<b>Lunch Allowance</b> Need to be at venue between 12 noon and 2:00 pm	<b>£9.28</b>
(c)	<b>Tea Allowance</b> Need to be at venue between 3:00 pm to 6:00 pm	<b>£3.67</b>
(d)	<b>Evening Meal Allowance</b> Need to be at venue after 7:00 pm	<b>£11.49</b>
(e)	<b>Overnight Subsistence</b> Need to be at venue overnight – London / LGC Conferences – B&B	<b>£124.97</b>
	– any other location – B&B	<b>£109.56</b>

(f) Conditions applicable to all subsistence allowances in (a) – (e):

- To qualify for reimbursement, the Member must be away from his / her normal place of residence for a minimum of four hours. (This time period applying to the time spent in travel, to and from, and attendance at the Approved Duty.)
- There must be no meal provided at the location where the Approved Duty is performed, either by the Council or the organisers of the event.
- The Member should attach a receipt to his / her expenses claim form to show that a meal or other subsistence was purchased. Where no receipt is provided, claims will be subject to tax and National Insurance deductions.

### Schools Appeals Panel Members

Schools Appeals Panel (Admissions and Exclusions) members shall be entitled to receive travelling and subsistence allowances payable at the same rates that are applicable to elected Members and Officers.

## **Members' Allowances – Other Terms and Conditions**

### **1. The Basic Allowance includes:**

- A sum for in-Borough travel and subsistence;
- The reasonable use of the internet – see paragraphs 10.2 and 20.2 of the Internet Code of Practice and Minute 71 of Economic Scrutiny Committee 10<sup>th</sup> July 2001; and
- The cost of postage, stationery, minor items of office equipment, printing cartridges and paper.

### **2. Other Facilities**

In addition to Member Allowances, the Council provides various facilities to Members in order that they may carry out their duties effectively. These include computer equipment and telephone facilities and business related call charges.

The Council also offers all elected Members a free car park pass for use in any Council “Pay and Display” controlled parking zone, provided the pass is used solely in connection with undertaking official duties on behalf of the Council. Elected Members must sign a declaration confirming that they will abide by the conditions of use. Any breach of such conditions will result in the pass being withdrawn.

### **3. Pensions**

Elected Members are not entitled to join the Local Government Pension Scheme by virtue of the LGPS (Transitional Provisions Savings & Amendment) Regulations 2014.

### **4. Implementation of the Scheme**

The Joint Independent Review Panel (JIRP) recommended that this revised scheme be applied from 1<sup>st</sup> August 2015.

### **5. Forgoing Allowances**

Regulation 13 of the Local Authorities (Members' Allowances) (England) Regulations 2003 provides that a Member may, by notice in writing given to the Proper Officer of the Authority (Chief Executive & Town Clerk), elect to forgo his entitlement or any part of his entitlement to allowances.

### **6. Indexation**

This scheme comes into effect on 1<sup>st</sup> August 2015 and is subject to Indexation as follows:

#### **(a) Basic Allowance, SRAs and Co-optees Allowances**

Indexed to the annual percentage salary increase for local government staff (at spinal column 49) to be implemented from the start of the municipal year, rather than financial year, for which year it is applicable.

#### **(b) Mileage Allowance**

To be updated by reference to the rates which apply to officers (HMRC rates).

**(c) Subsistence Allowances**

The day subsistence allowance and overnight subsistence allowances should be indexed to the same percentage increase that may be applied by the Council to Officer day and overnight subsistence rates.

**(d) Dependents' Carers' Allowance**

Child Care rates – indexed to national minimum wage applicable to the age of the carer.

**7. Questions and Interpretation**

All questions about the interpretation and application of the Members' Allowance Scheme should be referred to the Group Manager, Democratic Services.