

Part 6 – Members’ Allowances Scheme – 2019 / 2023

Contents

	Page
Basic Allowance and Special Responsibility Allowances	1
Co-opted Members Allowance	2
Independent Persons’ Allowance	2
Dependant’s Carer’s Allowance	2
Travelling & Subsistence Allowances.....	3
School Appeals Panel Members	5
Members’ Allowances – Other Terms and Conditions	6

Part 6 – Members’ Allowance Scheme – 2019 / 2023

Type	Allowance Per Annum	
Basic Allowance (“BA”) (for all elected Councillors x 51)	£ 9,200	
Special Responsibility Allowances (“SRA”)		
Note: SRAs are paid in addition to BA, but no Councillor shall be entitled to payment of more than one SRA regardless of the number of remunerable posts they hold. If a Councillor holds more than one post which attracts an SRA, it will be assumed they will be paid the higher SRA.		
Leader	£32,200	(350% of BA)
Deputy Leader	£16,500	(180% of BA)
Cabinet Member (other than Leader and Deputy)	£11,500	(125% of BA)
Mayor ¹	£13,800	(150% of BA)
Deputy Mayor ¹	£ 3,220	(35% of BA)
Leader of the largest opposition group	£ 9,200 (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	£ 2,300 (25% of BA) (But if opposition group has less than 4 members then this SRA is not payable.)	
Deputy Leader of largest opposition group	£2,300 (25% of BA) (But if opposition group has less than 17 members, namely one third of the Council, then this SRA is not payable.)	
Chairs of Scrutiny Committees (x 3)	£ 6,900	(75% of BA)
Vice-Chairs of Scrutiny Committees (x3)	£ 460	(5% of BA)
Chair of Development Control Committee	£ 9,200	(100% of BA)
Vice-Chair of Development Control Committee	£ 2,300	(25% of BA)
Chair of Audit Committee	£ 2,300	(25% of BA)
Chair of Licensing Committee (and Chair of Licensing Sub-Committee (A or B))	£ 5,520	(60% of BA)
Vice-Chair of Licensing Committee (and Chair of Licensing Sub-Committee (A or B))	£ 5,060	(55% of BA)
Chairs of Appeals Committee A and Appeals Committee B (x 2)	£ 2,300	(25% of BA)
Vice-Chairs of Appeals Committee A and Appeals Committee B (x 2)	£ 460	(5% of BA)
Chair of Standards Committee	£ 0	
Group Leader of a group in a Joint Administration not otherwise in receipt of an SRA.	£ 0	
Chair of Health & Wellbeing Board	£ 0	

¹ The Mayor and Deputy Mayor Allowances are payable under sections 3 (5) and 5 (4) of the Local Government Act 1972

Co-opted Members Allowance	
Audit Committee	£ 1,150 (12.5% of BA)
Statutory Co-opted Members on Scrutiny Committees	£ 270 (3% of BA)
Independent Persons	
Independent Persons (re Standards Regime)	£ 1,150 (12.5% of BA)

Dependants' Carers' Allowance	
Basic "sitters" allowance	To be linked to the National Living Wage
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
1.	Councillors and Co-opted Members shall be entitled to claim for the care of dependents in accordance with the rates set out in this scheme, subject to the provisions in 1.1 below.
1.1	The following provisions apply to Dependants' Carers' Allowances:
(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.
(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. Councillors / Co-opted Members seeking to claim an allowance to cover the cost of professional or specialist carers should first seek the approval of the Executive Director (Legal & Democratic Services).
(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.
(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.
(e)	When there is more than one Councillor / Co-opted Member in a household, only one claim can be made in respect of each person cared for.
(f)	The paid carer cannot be a member of the immediate family or household.

Travelling & Subsistence Allowances (Out of Borough Approved Duties Only)	
1.	Councillors (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 Approved Duties which are undertaken or take place <u>outside</u> the Borough of Southend-on-Sea:
1.1	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.
1.2	Attendance at a meeting, the holding of which is authorised by the Council (or a committee, sub-

	<p>committee or joint committee), <u>provided that</u>:</p> <p>(a) it is a meeting to which members of at least two political groups have been invited; and</p> <p>(b) no such allowances are otherwise payable in respect of that meeting.</p>
1.3	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.
1.4	<p>Attendance at such other meetings, conferences, presentations, training events, etc where it is in the interests of the Council that the Councillor / Co-opted Member attends and such attendance is approved in advance by:</p> <p>(a) Council, Cabinet or a Committee; or</p> <p>(b) The Chief Executive or the Executive Director (Legal & Democratic Services) under paragraph 4.2 of the Delegations Scheme in Part 3, Schedule 3 of the Constitution.</p>
2.	No travelling or subsistence allowances are payable to Councillors (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.
3.	<p>Claiming and Payment of Travelling & Subsistence Allowances re Out of Borough Approved Duties only</p> <ul style="list-style-type: none"> ▪ Councillors (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). Councillors (incl. Co-opted Members) can only claim allowances for travel undertaken and for subsistence costs actually incurred. ▪ Councillors (including Co-opted 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 Councillors' Officer – Legal & Democratic Services. ▪ Claim forms must be submitted by the 15th day of the following month for which a claim relates otherwise it will not be paid. ▪ Claims are liable for checking as they are processed by the Payroll team and Councillors / Co-opted Members may be contacted if Payroll has any queries.
3.1	<p>Travelling Allowances (Out of Borough – Approved Duties only)</p> <p>(a) Car Allowances</p> <p>A car allowance is payable at 45p per mile (up to 10,000 miles), 25p per mile thereafter (such allowance to also apply to electric/hybrid vehicles) and subject to the following conditions:</p> <ul style="list-style-type: none"> ▪ Return car mileage is calculated by reference to the shortest practicable route from the Councillor's / Co-opted Member's normal place of residence to the point at which the approved duty is performed. ▪ Mileage can be claimed for a car in which a Councillor / Co-opted Member is being driven by a family member or friend - provided that person is not also submitting a mileage claim for the same trip. ▪ There is no allowance payable for additional passengers travelling with the driver. ▪ 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

	<p>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.</p> <ul style="list-style-type: none"> ▪ A Councillor / Co-opted Member using their own car and claiming mileage must ensure that they hold a current driving license and have current motor insurance that permits the use of the vehicle for Council business and indemnifies the Council against 3rd Party claims. <p>(b) Motor Cycle Allowances</p> <p>This is payable at 24p per mile and the conditions in (a) above apply.</p> <p>(c) Bicycle Allowances</p> <p>This is payable at 20p per mile.</p> <p>(d) Public Transport</p> <p>Councillors and Co-opted 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 be accompanied the claim. Where no receipt is provided, claims will be subject to tax and National Insurance deductions.</p> <p>(e) Air Travel</p> <p>Councillors and Co-opted Members who travel by air should only claim economy or budget fare.</p>																																	
<p>3.2</p>	<p>Subsistence Allowances</p> <p>The following subsistence allowances apply subject to the conditions set out in (f) below:</p> <table border="0"> <tr> <td data-bbox="284 1211 319 1240">(a)</td> <td data-bbox="384 1211 647 1240">Breakfast Allowance</td> <td data-bbox="1369 1211 1439 1240">£6.72</td> </tr> <tr> <td></td> <td data-bbox="384 1240 831 1270">Need to be at venue before 11:00 am</td> <td></td> </tr> <tr> <td data-bbox="284 1301 319 1330">(b)</td> <td data-bbox="384 1301 608 1330">Lunch Allowance</td> <td data-bbox="1369 1301 1439 1330">£9.28</td> </tr> <tr> <td></td> <td data-bbox="384 1330 995 1359">Need to be at venue between 12 noon and 2:00 pm</td> <td></td> </tr> <tr> <td data-bbox="284 1391 319 1420">(c)</td> <td data-bbox="384 1391 571 1420">Tea Allowance</td> <td data-bbox="1369 1391 1439 1420">£3.67</td> </tr> <tr> <td></td> <td data-bbox="384 1420 943 1449">Need to be venue between 3:00 pm to 6:00 pm</td> <td></td> </tr> <tr> <td data-bbox="284 1480 319 1509">(d)</td> <td data-bbox="384 1480 695 1509">Evening Meal Allowance</td> <td data-bbox="1369 1480 1439 1509">£11.49</td> </tr> <tr> <td></td> <td data-bbox="384 1509 762 1538">Need to be venue after 7:00 pm</td> <td></td> </tr> <tr> <td data-bbox="284 1570 319 1599">(e)</td> <td data-bbox="384 1570 676 1599">Overnight Subsistence</td> <td></td> </tr> <tr> <td></td> <td data-bbox="384 1599 1182 1628">Need to be at venue overnight – London / LGC Conferences – B&B</td> <td data-bbox="1337 1599 1439 1628">£124.97</td> </tr> <tr> <td></td> <td data-bbox="751 1659 1070 1688">– any other location – B&B</td> <td data-bbox="1326 1659 1439 1688">£109.56</td> </tr> </table> <p>(f) Conditions applicable to all subsistence allowances in (a) – (e):</p> <ul style="list-style-type: none"> ▪ To qualify for reimbursement, the Councillor / Co-opted 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 Councillor / Co-opted Member should attach a receipt to his / her expenses 	(a)	Breakfast Allowance	£6.72		Need to be at venue before 11:00 am		(b)	Lunch Allowance	£9.28		Need to be at venue between 12 noon and 2:00 pm		(c)	Tea Allowance	£3.67		Need to be venue between 3:00 pm to 6:00 pm		(d)	Evening Meal Allowance	£11.49		Need to be venue after 7:00 pm		(e)	Overnight Subsistence			Need to be at venue overnight – London / LGC Conferences – B&B	£124.97		– any other location – B&B	£109.56
(a)	Breakfast Allowance	£6.72																																
	Need to be at venue before 11:00 am																																	
(b)	Lunch Allowance	£9.28																																
	Need to be at venue between 12 noon and 2:00 pm																																	
(c)	Tea Allowance	£3.67																																
	Need to be venue between 3:00 pm to 6:00 pm																																	
(d)	Evening Meal Allowance	£11.49																																
	Need to be venue after 7:00 pm																																	
(e)	Overnight Subsistence																																	
	Need to be at venue overnight – London / LGC Conferences – B&B	£124.97																																
	– any other location – B&B	£109.56																																

	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 Councillors 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 and Electronic Mail Code of Practice and Minute 71 of Economic Scrutiny Committee 10th July 2001; and
- The cost of postage, stationery and minor items of office equipment (not printing cartridges and paper).

2. Other Facilities

In addition to Councillors' Allowances, the Council provides various facilities to Councillors 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 Councillors 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 Councillors 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 Councillors 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 1st August 2019.

5. Forgoing Allowances

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

6. Indexation

This scheme comes into effect on 1st August 2019 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. The first date for indexation is therefore May 2020.

(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) Dependants' Carers' Allowance

Child Care rates – indexed to National Living Wage.

7. Questions and Interpretation

All questions about the interpretation and application of the Councillors' Allowance Scheme should be referred to the Head of Democratic Services.