

### Part 6 – Members’ Allowances Scheme – 2023 / 2027

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## Part 6 – Members’ Allowance Scheme – 2023 / 2027

Type	Allowance Per Annum
<b>Basic Allowance (“BA”)</b> (for all elected Councillors x 51)	£ 10,400
<b>Special Responsibility Allowances (“SRA”)</b>	
<b>Note:</b> 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	£36,400
Deputy Leader	£18,720
Cabinet Member (other than Leader and Deputy)	£14,560
Mayor <sup>1</sup>	£15,600
Deputy Mayor <sup>1</sup>	£ 3,640
Leader of the largest opposition group	£ 10,400 (If two main opposition groups are equal in size, each group leader will be paid 100% of BA.)
Leader of other opposition groups	£ 2,600 (But if opposition group has less than 4 members then this SRA is not payable.)
Deputy Leader of largest opposition group	£2,600 (But if opposition group has less than 13 members, then this SRA is not payable.)
Chairs of Scrutiny Committees (x 3)	£ 7,800
Vice-Chairs of Scrutiny Committees (x3)	£ 520
Chair of Development Control Committee	£10,400
Vice-Chair of Development Control Committee	£ 2,600
Chair of Audit Committee	£ 2,600
Chair of Licensing Committee (and Chair of Licensing Sub-Committee (A or B))	£ 6,240
Vice-Chair of Licensing Committee (and Chair of Licensing Sub-Committee (A or B))	£ 5,720
Chairs of Appeals Committee A and Appeals Committee B (x 2)	£ 2,600
Chair of General Purposes Committee	£ 3,640
Councillor representatives on Adoption and Fostering Panels	£ 520
Chair of Standards Committee	£ 0
Chair of Health & Wellbeing Board	£ 0

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

<b>Co-opted Members Allowance</b>	
Audit Committee	£ 1,300
Statutory Co-opted Members on Scrutiny Committees	£ 312
<b>Independent Persons</b>	
Independent Persons (re Standards Regime)	£ 1,300

<b>Dependants' Carers' Allowance</b>	
Basic "sitters" allowance	To be linked to the National Living Wage
Specialist carers	Maximum rate claimable set at hourly rate charged by Southend-on-Sea City Council Social Services Department for a Home Care Assistant
Booking fees	Actual up to £15
<b>1.</b>	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.
<b>1.1</b>	The following provisions apply to Dependants' Carers' Allowances:
<b>(a)</b>	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>(b)</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 Director (Legal & Democratic Services).
<b>(c)</b>	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.
<b>(d)</b>	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.
<b>(e)</b>	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.
<b>(f)</b>	The paid carer cannot be a member of the immediate family or household.

<b>Travelling &amp; Subsistence Allowances (Out of City Approved Duties Only)</b>	
<b>1.</b>	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 <b>Approved Duties</b> which are undertaken or take place <u>outside</u> the City 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.

1.2	<p>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>:</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	<p>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.</p>
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 Director (Legal &amp; Democratic Services) under paragraph 4.2 of the Delegations Scheme in Part 3, Schedule 3 of the Constitution.</p>
2.	<p>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 City of Southend-on-Sea: The Basic Allowance already reflects in-City travel and subsistence costs.</p>
3.	<p><b>Claiming and Payment of Travelling &amp; Subsistence Allowances re Out of City Approved Duties only</b></p> <ul style="list-style-type: none"> <li>▪ 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). <b>Councillors (incl. Co-opted Members) can only claim allowances for travel undertaken and for subsistence costs actually incurred.</b></li> <li>▪ 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 Head of Democratic &amp; Electoral 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 Councillors / Co-opted Members may be contacted if Payroll has any queries.</li> </ul>
3.1	<p><b>Travelling Allowances (Out of City – Approved Duties only)</b></p> <p>(a) <b>Car Allowances</b></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"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ A passenger supplement rate shall apply, payable at 5p per mile per passenger (up to a maximum of four passengers)</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,</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <li>▪ 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 3<sup>rd</sup> Party claims.</li> </ul> <p><b>(b) Motor Cycle Allowances</b></p> <p>This is payable at 24p per mile.</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>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><b>(e) Air Travel</b></p> <p>Councillors and Co-opted Members who travel by air should only claim economy or budget fare.</p>																											
<p><b>3.2</b></p>	<p><b>Subsistence Allowances</b></p> <p>The following subsistence allowances apply subject to the conditions set out in <b>(e)</b> below:</p> <table border="0"> <tr> <td data-bbox="284 1272 319 1299"><b>(a)</b></td> <td data-bbox="383 1272 646 1299"><b>Breakfast Allowance</b></td> <td data-bbox="1369 1272 1439 1299"><b>£7.02</b></td> </tr> <tr> <td></td> <td data-bbox="383 1303 826 1330">Need to be at venue before 11:00 am</td> <td></td> </tr> <tr> <td data-bbox="284 1361 319 1388"><b>(b)</b></td> <td data-bbox="383 1361 606 1388"><b>Lunch Allowance</b></td> <td data-bbox="1369 1361 1439 1388"><b>£9.70</b></td> </tr> <tr> <td></td> <td data-bbox="383 1393 997 1420">Need to be at venue between 12 noon and 2:00 pm</td> <td></td> </tr> <tr> <td data-bbox="284 1451 319 1478"><b>(c)</b></td> <td data-bbox="383 1451 694 1478"><b>Evening Meal Allowance</b></td> <td data-bbox="1356 1451 1439 1478"><b>£12.02</b></td> </tr> <tr> <td></td> <td data-bbox="383 1482 762 1509">Need to be venue after 7:00 pm</td> <td></td> </tr> <tr> <td data-bbox="284 1541 319 1568"><b>(d)</b></td> <td data-bbox="383 1541 678 1568"><b>Overnight Subsistence</b></td> <td></td> </tr> <tr> <td></td> <td data-bbox="383 1572 1181 1599">Need to be at venue overnight – London / LGC Conferences – B&amp;B</td> <td data-bbox="1337 1572 1439 1599"><b>£124.97</b></td> </tr> <tr> <td></td> <td data-bbox="750 1635 1069 1662">– any other location – B&amp;B</td> <td data-bbox="1324 1635 1439 1662"><b>£109.56</b></td> </tr> </table> <p><b>(e)</b> Conditions applicable to all subsistence allowances in (a) – (d):</p> <ul style="list-style-type: none"> <li>▪ To qualify for reimbursement, the Councillor / Co-opted Member must be away from their 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.)</li> <li>▪ 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.</li> </ul>	<b>(a)</b>	<b>Breakfast Allowance</b>	<b>£7.02</b>		Need to be at venue before 11:00 am		<b>(b)</b>	<b>Lunch Allowance</b>	<b>£9.70</b>		Need to be at venue between 12 noon and 2:00 pm		<b>(c)</b>	<b>Evening Meal Allowance</b>	<b>£12.02</b>		Need to be venue after 7:00 pm		<b>(d)</b>	<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>
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|  | <ul style="list-style-type: none"><li>▪ The Councillor / Co-opted Member should attach a receipt to his / 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.</li></ul> |
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### **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-City 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
- The cost of postage, stationery and minor items of office equipment, 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.

The Council also offers all elected Councillors a free car park pass for use in four City Council Car Parks (Civic Centre Underground, Civic Centre East, Beecroft Lower and University Square) when 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 Independent Review Panel (IRP) recommended that this revised scheme be applied from 1<sup>st</sup> August 2023.

### **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 1<sup>st</sup> August 2023 and is subject to Indexation as follows:

#### **(a) Basic Allowance, SRAs, Co-optee's Allowances and IP Allowances**

Indexed to the annual percentage salary increase for local government staff (at spinal column 43) 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 2024.

**(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.
- Specialist Care Allowance – indexed to the hourly rate charged by the Southend-on-Sea City Council Social Services Department for a Home Care Assistant.

**7. Questions and Interpretation**

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