

5. THE SCHEME OF COUNCILLORS' ALLOWANCES 2023 / 2027

5.1 The Scheme of Councillors is reviewed and renewed every four years by the Independent Remuneration Panel, or as and when new positions are required to be included in the Scheme.

Type of Allowance	Allowance Per Annum
Basic Allowance (BA) (for all elected councillors x 51)	£10,400
Special Responsibility Allowances (SRA) Note: The below 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 ¹	£15,600
Deputy Mayor ¹	£3,640
Leader of the largest opposition Political Group	£10,400 (If two main opposition groups are equal in size, each group Leader will be paid an additional 100% of BA.)
Leader of other opposition Political Groups	£2,600 (But if opposition group has less than 4 members then this SRA is not payable.)
Deputy Leader of largest opposition Political Group	£2,600 (But if opposition group has less than 13 members, then this SRA is not payable.)

Chairs of Scrutiny Committees (x4)	£7,800
Vice-Chairs of Scrutiny Committees (x4)	£520
Chair of Planning Committee	£10,400
Vice-Chair of Planning Committee	£ 2,600
Chair of Audit & Governance Committee	£ 2,600
Chair of Licensing Committee Chair of Licensing Sub-committees	£6,240
Vice-Chair of Licensing Committee Vice-Chair of Licensing Sub-committees	£5,720
Chairs of Appeals Committee	£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

Co-opted Members Allowance	
Audit & Governance Committee	£1,300
Scrutiny Committees	£312
Independent Persons	
Independent Persons (Re. Member Standards Regime)	£1,300

Dependants' Carers' Allowance	
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 £15.00
1.	<p>Councillors and Co-opted Members shall be entitled to claim for the care of dependants in accordance with the rates for the Dependants' Carers' Allowance set out above, subject to the following provisions:</p> <ul style="list-style-type: none"> (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 Director (Legal and 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 City Approved Duties only)	
2.	<p>Councillors (including Co-opted Members) are entitled to claim travelling and subsistence allowances in accordance with section 3 at the same rates as apply to Council officers (see details in sections 4 and 5 below) in connection with, or relating to, one or more of the following Approved Duties which are undertaken or take place outside the City of Southend-on-Sea:</p> <p>(a) 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) provided that no such allowances are payable by the body concerned;</p> <p>(b) Attendance at a meeting, the holding of which is authorised by the Council (or a Committee, Sub-committee or Joint Committee), provided that:</p> <p style="padding-left: 40px;">(i) it is a meeting to which members of at least two political groups have been invited; and</p> <p style="padding-left: 40px;">(ii) no such allowances are otherwise payable in respect of that meeting.</p> <p>(c) Attendance as the Council's nominee (or substitute) at a meeting of any association of authorities of which the Council is a member eg the Local Government Association provided that no such allowances are payable by the association concerned;</p> <p>(d) 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 style="padding-left: 40px;">(i) Council, Cabinet or a Committee; or</p> <p style="padding-left: 40px;">(ii) The Chief Executive or the Director of Legal Services.</p> <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.	Claiming and Payment of Travelling & Subsistence Allowances (out of City Approved Duties)
	<p>a) Councillors (including Co-opted Members) are entitled to receive payment of travelling and subsistence allowances in accordance with the rates as detailed below. Councillors (incl. Co- opted Members) can only</p>

	<p>claim allowances for travel undertaken and for subsistence costs actually incurred;</p> <p>b) Councillors (including Co-opted Members) are responsible for completing their own travel and subsistence claims on the official form which Internal Audit shall prescribe and should be sent to the Head of Democratic and Electoral Services;</p> <p>c) Claim forms must be submitted by the 15th day of the following month for which a claim relates otherwise it will not be paid;</p> <p>d) 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;</p>
<p>4.</p>	<p>Travelling and Subsistence Allowances Rates (out of City – Approved Duties only)</p>
	<p>Travelling Allowances</p> <p>(a) Car</p> <p>i. 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> <p>ii. 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;</p> <p>iii. 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;</p> <p>iv. A passenger supplement rate shall apply, payable at 5p per mile, per passenger (up to a maximum of four passengers);</p> <p>v. 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;</p> <p>vi. A councillor / Co-opted 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</p>

	<p>for Council business and indemnifies the Council against 3rd Party claims;</p> <p>(b) Motor Cycle</p> <p>i. This is payable at 24p per mile and the conditions in (a) i to vi above for car allowances apply.</p> <p>(c) Bicycle</p> <p>i. This is payable at 20p per mile.</p> <p>(d) Public Transport</p> <p>i. 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>ii. Wherever possible receipts or the ticket should be accompanied with the claim. Where no receipt is provided, claims will be subject to tax and National Insurance deductions.</p> <p>(e) Air Travel</p> <p>i. Councillors and Co-opted Members who travel by air should only claim an economy or budget fare.</p>
<p>5.</p>	<p>Subsistence Allowances</p> <p>The following subsistence allowances apply subject to the conditions set out further below:</p> <p>(a) Breakfast Allowance</p> <ul style="list-style-type: none"> • Need to be at venue before 11:00am £7.02 <p>(b) Lunch Allowance</p> <ul style="list-style-type: none"> • Need to be at venue between 12 noon and 2:00pm £9.70 <p>(c) Evening Meal Allowance</p> <ul style="list-style-type: none"> • Need to be venue after 7:00pm £12.02 <p>(d) Overnight Subsistence</p> <ul style="list-style-type: none"> • Need to be at venue overnight – London / LGC Conferences B&B: £124.97 • Need to be at any other venue overnight – any other location B&B: £109.56

	<p>Conditions Applicable to all Subsistence Allowances</p> <p>The following conditions apply to the above subsistence allowances:</p> <ul style="list-style-type: none"> i. 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.) ii. 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; iii. The councillor / Co-opted Member should attach a receipt to their 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.
	<p>Schools Appeals Panel Members</p> <p>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.</p>

Scheme of Councillors’ Allowances Scheme: Additional Terms and Conditions

5.2 The Basic Allowance includes:

- (a) A sum for in-City travel and subsistence;
- (b) The reasonable use of the internet – see paragraphs 10.2 and 20.2 of the Internet and Electronic Mail Code of Practice; and
- (c) The cost of postage, stationery and minor items of office equipment, printing cartridges and paper.

5.3 Other Facilities:

- (a) 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;
- (b) The Council also offers all elected councillors a free car parking permit for use when carrying out official council duties across the city and can be used for parking in council operated car parks (including both the gated and general areas of the civic underground) and on street pay by phone / pay-and-display bays and residential permit parking bays. 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.

- 5.4 Pensions:
- (a) Elected councillors are not entitled to join the Local Government Pension Scheme by virtue of the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014;
- 5.5 Implementation of the Members' Allowances Scheme:
- (a) The Independent Review Panel (IRP) recommended that this revised scheme be applied from 1st August 2023;
- 5.6 Forgoing Allowances:
- (a) 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 (the Chief Executive), elect to forgo their entitlement or any part of their entitlement to allowances;
- 5.7 Indexation:
- (a) This Councillors' Allowances Scheme came into effect on 1st August 2023 and is subject to Indexation as follows:
- (i) Basic Allowance, SRAs and Co-optees' Allowances and Independent Persons Allowance;
- 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 for the purpose of this Scheme is therefore May 2024;
- 5.8 Mileage Allowance:
- (a) Updated by reference to the rates which apply to officers as set by HMRC;
- 5.9 Subsistence Allowance.
- (a) 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:
- (i) Dependants' Carers' Allowance:
- Childcare rates are indexed linked to the National Living Wage;
 - Specialist Care Allowances are index linked to the hourly rate charged by Southend-on-Sea City Council, Social Services Department for a Home Care Assistant.
- 5.10 Questions:

- (a) All questions on the provisions, interpretation and application of the Councillors' Allowances Scheme should be referred to the Head of Democratic and Electoral Services;