

Members' Allowances Scheme 2012 / 13

The South Cambridgeshire District Council, on 24 November 2011, resolved to maintain the level of allowances and expenses set by its decision of 27 January 2011 when it accepted the recommendations of an independent remuneration panel, and, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) [and Amendment] Regulations 2003, hereby makes the following scheme:

1. This scheme may be cited as the South Cambridgeshire District Council Members' Allowances Scheme, and shall have effect from 1 April 2012.

2. In this scheme,

"councillor" means an elected member of the South Cambridgeshire District Council;

"year" means the 12 months ending on 31 March 2013.

Basic Allowance

3. (1) Subject to paragraph 6, for each year a basic allowance of £4,627 shall be paid to each councillor, which includes £646 towards expenses. This is intended to cover time spent in attendance at meetings and with constituents, parish council meetings and the cost of telephone / internet calls from home. It is assumed that some elements of the work of councillors are undertaken on a voluntary basis.
- (2) Where a member is fully suspended from his or her responsibilities or duties as a member of this authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, the part of basic allowance payable to him or her in respect of the period for which he or she is suspended will be withheld by the authority.

Special Responsibility Allowances

4. (1) Each year, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority as specified in schedule 1 to this Scheme.
- (2) No councillor may receive more than one special responsibility allowance.
- (3) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in schedule 1 to this Scheme.
- (4) Where a member is suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, and where that member receives a special responsibility allowance, the special responsibility allowance payable to him or her in respect of the period for which he or she is suspended will be withheld by the authority.
- (5) Where a member is partially suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, and where that member receives a special responsibility allowance for responsibilities or duties relating to body to which the partial suspension has been applied, the special responsibility allowance payable to him or her in respect of the period for which he or she is partially suspended will be withheld by the authority.

Renunciation

5. (1) A councillor may, by notice in writing given to the Chief Executive, elect to forgo any part of his / her entitlement to an allowance under this scheme.

- (2) A councillor not wishing to receive his / her allowances may nominate a charity to which they may be paid.

Part-year Entitlements

6. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances or a member to co-optees' allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility is payable, or the member's appointment begins or ends.
- (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance or adds or deletes entitlement to a special responsibility allowance then, in relation to the period following the amendment, the entitlement to such an allowance shall be in the same proportion as that period bears to the relevant municipal year.
- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be in the same proportion as the term of office bears to the relevant municipal year.
- (4) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be in the same proportion as the period of special responsibility bears to the relevant municipal year.
- (5) Where the appointment of a member (a person not an elected member of the authority but a member of a committee or sub-committee of the authority) begins or ends otherwise than at the beginning or end of a year, the entitlement of that member to a co-optees' allowance shall be in the same proportion as the term of office as member bears to the relevant municipal year.

Dependants' Carers' allowance

7. A carers' allowance may be claimed by a councillor where additional expenditure is incurred on childcare or care for a sick or dependent relative to facilitate fulfilment of approved Council duties. Payments will cover the period of the qualifying duty and the travelling time to and from the councillor's home and the location of the duty.
8. Meetings or activities that qualify for the allowance will be those specified on the list of approved duties attached at schedule 2 to this Scheme; attended as of right or by invitation.
9. Reimbursement of expenditure will be restricted:
 - (a) in the case of childcare to children up to their fourteenth birthday who normally reside with the councillor.
 - (b) in the case of a sick or dependent relative to care which would otherwise be carried out by the councillor.
 - (c) normally, to payments made to persons providing care other than a close relation or a person normally resident at the councillor's home.
10. It is the responsibility of the councillor employing the carer to ensure that s/he is suitably qualified to provide the care required.

11. Payments will reimburse actual expenditure up to a maximum hourly rate set by the Council. The maximum hourly rate set by the Council for the period from 1 April 2012 to 31 March 2013 is £15.32.

Travelling Allowances

12. Travelling allowances may be claimed by councillors or members (with the meaning as in paragraph 16) for necessary travel from home to undertake approved duties as contained in the list at schedule 2 of this Scheme.
13. Details of rates and other provisions are listed in schedule 1 to this Scheme.

Subsistence Allowances

14. Subsistence allowances may be claimed by councillors or members (with the meaning in paragraph 16) where carrying out an approved duty involves an absence from home of more than 4 hours, including specified hours.
15. Details of rates and other provisions are listed in schedule 1 to this Scheme.

Independent Person and Deputy Independent Person Allowances

16. Each year an allowance shall be paid to those persons who are not elected members of the authority but are members of the Civic Affairs Committee ("co-optees").
17. Subject to paragraph 6, the allowances for the year shall be:

Independent Person	£1,000
Deputy Independent Person	£500

Pensions

18. All councillors shall be entitled to pensions in accordance with a scheme made under section 7 of the Superannuation Act 1972.
19. Both basic allowance and any special responsibility allowance may be treated as amounts in respect of which such pensions are payable.

Claims and Payments

20. (1) Payments shall be made in respect of basic, special responsibility and co-optees' allowances; subject to sub-paragraph (2), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month, except that co-optees may select an alternative means of payment;
- (2) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
21. Claims for dependants' carers' and travel and subsistence allowances under this Scheme will need to be submitted in writing no later than the 14th of the month in which they are to be paid and must be submitted by one month of the end of the relevant financial year to which the claim applies. Claims for carers' allowance must be accompanied by a receipt signed by the carer. Claims for travel and subsistence allowance must be accompanied by relevant VAT receipts.
22. Claims may not be made from two bodies for the same meeting nor travel expenses claimed for the same journey from two or more bodies where different meetings are attended on the

same day. Claims shall be accompanied by a statement that the councillor has not made and will not make any such other claim.

23. Where a member is suspended or partially suspended from his or her responsibilities or duties as a member of an authority in accordance with part III of the Local Government Act 2000 or regulations made under that Part, that member will not be able to claim for dependants' carers' and travel and subsistence allowances for duties and responsibilities relating to the body or bodies from which the member has been suspended.

Publicity

24. As soon as practicable after the end of each year, arrangements will be made for the publication within the area of South Cambridgeshire of the total sum paid in that year under this Scheme to each member in respect of each of the following, namely, basic allowance, special responsibility allowance, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance.

Annual Review

25. Annual adjustments may be indexed for up to four years, subject to an annual review by an independent remuneration panel of any changes in responsibilities.

Schedule 1: Schedule of Allowances

The following rates apply from 1 April 2012 to 31 March 2013:

Basic Allowance

£3,981 plus expenses of £646 (£4,627 total) towards the cost of purchase of office sundries other than those provided by the Council, telephone calls etc.

Special Responsibility Allowances

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

Position with Special Responsibility Allowance	£	£
Leader of the Council	10,300	-
Deputy Leader	7,726	-
Cabinet Member	6,868	-
Major Opposition Group Leader	3,495	-
	Chairman	Vice-Chairman
Council		
Allowances for Chairman of Council	3,884	1,942
Committees		
Scrutiny & Overview Committee	3,495	1,748
Planning Committee	4,437	2,219
Corporate Governance Committee	1,775	-
Licensing Committee	500	-
Civic Affairs Committee	443	-
Employment Committee	431	-
Co-optees' Allowances		
Independent Person	1,000	-
Deputy Independent Person	500	-

Dependants' Carers' Allowances

Reimbursement of actual cost up to a maximum hourly rate of £15.32. This allowance may be claimed for attendance as a district councillor at a parish council meeting.

Travel Allowances

(a)	Private transport rates			
	Motor Vehicles	cc of vehicle	rate per mile	without VAT receipt
			45.0p	43.49p
	Motorcycles	Not exceeding 150	9.0p	7.50p
		151-500	12.5p	10.42p
		over 500	17.5p	14.58p
	Bicycles		20.0p	20.0p

(b) A supplement of not more than 5p per mile may be added for passengers to whom a travelling allowance would otherwise be payable, to a maximum of four.

(c) The Council will normally pay mileage for the most direct route between relevant points.

Public and other Transport

- (a) Travel by public transport will be reimbursed at the ordinary or any available cheap fare rate and tickets should be attached to the claim form.
- (b) The cost of travel by taxi may be reimbursed in exceptional circumstances, where there is no other useable alternative; the Legal and Democratic Services Manager should be advised in advance of the journey.

Subsistence Allowances

- (a) Councillors may claim the actual amount spent up to the following sums:

Breakfast	£6.07
(more than 4 hours away from normal place of residence before 11am)	
Lunch	£8.39
(more than 4 hours away from normal place of residence including the period 12 noon to 2pm)	
Tea	£3.31
(more than 4 hours away from normal place of residence including the period 3pm to 6pm)	
Evening meal	£10.38
(more than 4 hours away from normal place of residence ending after 7pm)	

(Rates equivalent to the prevailing National Joint Council for local government employees)

- (b) Receipts are required in support of claims. If no receipt can be produced, a maximum of £2.50 sandwich allowance may be claimed, the rate being the same as that agreed for employees.
- (c) Where breakfast, lunch or evening meal is necessarily taken on a train and the other qualifying conditions are fulfilled, reimbursement may be made in full.
- (d) Refreshments may be purchased from the staff room. Where there is entitlement to reimbursement as above, the refreshments should be ordered through an appropriate officer, in which case the Council will bear the cost directly.
- (e) Any claim will be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or other body during the same period as the claim covers.

Overnight Subsistence

- (a) Where the total period of absence from home on approved duties, exceeds 24 hours, and the Council has booked or paid for the accommodation on behalf of the councillor, actual expenditure on bed and breakfast accommodation will be reimbursed, up to a maximum of £130 per night.
- (b) The maximum allowance is increased to £150 for an overnight stay in London.
- (c) An out-of-pocket allowance of £4 per night may be claimed in addition.
- (d) Subsistence for other meals may be claimed in accordance with the provisions for meal subsistence allowances above.

Schedule 2: Approved Duties

Members are eligible to claim travelling and subsistence allowances for all duties carried out for the purposes of, or in connection with, the discharge of the functions of the Council, its Executive or any of its committees or sub-committees and other duties as authorised by any two of the Chairman of Council, the Chief Executive, Chief Finance Officer or Leader.

For guidance, claims will automatically be allowed for:

- Attendance at all internal meetings, including seminars
- Attendance as an authorised representative of the Council at meetings of outside bodies (except where that body pays expenses to representatives)
- Attendance at meetings authorised by the Council
- Attendance as the Council's representative at joint meetings of local authorities, government bodies or a local authority association
- Attendance at approved conferences and training sessions
- Authorised duties on behalf of the Council in relation to the inspection of premises
- Duties carried out by Executive members and chairmen and vice-chairmen for the necessary exercise of the functions of the post
- Duties carried out as a ward member at the request of Council or one of its constituent parts
- The Dependents' Carers' Allowance may be claimed for attendance as a district councillor at a parish council meeting.

The Council will not pay allowances for:

- Attendance at meetings of a single political group
- Attendance at the Chairman's Reception and similar functions
- Attendance at parish council meetings

