

PART 6: MEMBERS' ALLOWANCE SCHEME

MEMBERS' ALLOWANCES SCHEME 2019/20

The South Cambridgeshire District Council, on 26 September 2019 agreed to increase the basic allowance by the equivalent percentage amount as the Council agreed to apply to the pay rates of council staff with effect from 1 April 2019. The Council also agreed amendments to special responsibility allowances effective from 26 September 2019. The Council, 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 2019 in respect of the basic allowance and from 26 September 2019 for all other allowances.

2. In this scheme,

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

"year" means the 12 months ending on 31 March 2020.

Basic Allowance

3. Subject to paragraph 6, for each year a basic allowance of £5,010 shall be paid to each councillor, which includes £692 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.

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 normally receive more than two special responsibility allowances.
- (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.

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 up until to 31 March 2020 is £15.47.

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.

Allowances for Independent Members

16. Each year an allowance shall be paid to the Independent and Deputy Independent Members of Council, who have been appointed to help oversee that Council's Code of Conduct
17. Subject to paragraph 6, the allowances for the year shall be:

Independent Member	£1,060
Deputy Independent Member	£530

Pensions

18. Following a change in the law, councillors are no longer entitled to join the Local Government Pension Scheme.

Claims and Payments

19. (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.
20. 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.
 21. 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.

Publicity

22. 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

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.

The Council, at its meeting held on 26 September 2019, agreed that the basic allowance shall be increased annually in line with the Council's staff pay award to the end of the 2021/22 financial year and that special responsibility allowances should also be increased annually in line with increases to the basic allowance to the end of that financial year.

Schedule 1: Schedule of Allowances

The following rates apply until 31 March 2020:

Basic Allowance

£4,318 plus expenses of £692 (£5,010 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	11,220	-
Deputy Leader (Statutory)	8,290	-
Cabinet Member	7,650	-
Major Opposition Group Leader	3,800	-
	Chairman	Vice-Chairman
Council		
Allowances for Chairman of Council	4,240	2,120
Committees		
Scrutiny & Overview Committee	3,800	1900
Planning Committee	6,360	3,180
Audit and Corporate Governance Committee	2,120	-
Licensing Committee	1,060	-
Civic Affairs Committee	1,060	-
Employment and Staffing Committee	1,060	-
Grants Advisory Committee	1,060	-
Climate Change & Environment Advisory Committee	1,060	-
Committee Members		
Planning	500	
Scrutiny & Overview	250	
Licensing*	250	
Grants Advisory	125	
Cambridgeshire and Peterborough Combined Authority		
Executive Board	5,010	
Overview & Scrutiny	1,253	
Audit and Governance	501	
Greater Cambridge Partnership		
Executive Board Chairman	2,505	
Executive Board Member	2,505	
Assembly Member	752	
Independent Members' Allowances		
Independent Member	1,060	-
Deputy Independent Member	530	-

*Must undertake 4 or more panels per year to receive allowance

Dependants' Carers' Allowances

Reimbursement of actual cost up to a maximum hourly rate of £15.47. 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
	All vehicles	45.0p	43.49p
Motorcycles	All vehicles	24.0p	22.64p
Bicycles		20.0p	20.0p

(b) A supplement of not more than 5p per mile may be added for each passenger, 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 (eg: where there is no other useable alternative) and the Chief Executive or his/her nominee should be advised (where practicable) in advance of the journey. Should prior approval not be practicable, actual reasonable costs may be met on the production of receipts but only with the approval of the Chief Executive (or his/her nominee).

Subsistence Allowances

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

Breakfast (more than 4 hours away from normal place of residence before 11am)	£6.88
Lunch (more than 4 hours away from normal place of residence including the period 12 noon to 2pm)	£9.50
Tea (more than 4 hours away from normal place of residence including the period 3pm to 6pm)	£3.76
Evening meal (more than 4 hours away from normal place of residence ending after 7pm)	£11.77

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

(b) Receipts are required in support of claims.

(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

^{a1} *(This Members' Allowances Scheme has been updated to reflect changes approved at the meeting of the Council on 28 February 2013)*

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