

Part 6: Members' Allowances Scheme

Members’ Allowances Scheme

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Members' Allowances Scheme 2020/21

1. Introduction

- 1.1 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 shall also be increased annually in line with increases to the basic allowance to the end of that financial year. The Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) [and Amendment] Regulations 2003, hereby makes the following scheme:
- 1.2 This scheme may be cited as the South Cambridgeshire District Council Members' Allowances Scheme and shall have effect from 1 April 2020.

2. Definitions

- 2.1 In this scheme,
 - (a) "councillor" means an elected member of the South Cambridgeshire District Council;
 - (b) "year" means the 12 months ending on 31 March 2021.

3. Basic Allowance

- 3.1 Subject to paragraph 6, for each year a basic allowance of £5,148 shall be paid to each councillor, which includes £711 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.

4. **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.
- 4.2 No councillor may normally receive more than two special responsibility allowances.
- 4.3 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.

5. **Renunciation**

- 5.1 A councillor may, by notice in writing given to the Chief Executive, elect to forgo any part of their entitlement to an allowance under this scheme.
- 5.2 A councillor not wishing to receive their allowances may nominate a charity to which they may be paid.

6. **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.
- 6.2 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.
- 6.3 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.
- 6.4 Where a councillor has during part of, but not throughout, a year such special responsibilities as entitles them 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.

- 6.5 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.

7. Dependants' Carers' allowance

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 It is the responsibility of the councillor employing the carer to ensure that they are suitably qualified to provide the care required.
- 7.5 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 2021 is £15.59.

8. Travelling Allowances

- 8.1 Travelling allowances may be claimed by councillors or independent members (with the meaning as in paragraph 10.1) for necessary travel from home to undertake approved duties as contained in the list at schedule 2 of this Scheme.

8.2 Details of rates and other provisions are listed in schedule 1 to this Scheme.

9. Subsistence Allowances

9.1 Subsistence allowances may be claimed by councillors or independent members (with the meaning in paragraph 10.1) where carrying out an approved duty involves an absence from home of more than 4 hours, including specified hours.

9.2 Details of rates and other provisions are listed in schedule 1 to this Scheme.

10. Allowances for Independent Members

10.1 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.

10.2 Subject to paragraph 6, the allowances for the year shall be:

Independent Member	£1,089
Deputy Independent Member	£545

11. Pensions

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

12. Claims and Payments

12.1 Payments shall be made in respect of basic, special responsibility and co-optees’ allowances, subject to sub-paragraph 12.2, 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;

12.2 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, they are entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which they are entitled.

12.3 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 shall be submitted by one month of the end of the relevant financial year to which the claim applies. Claims for carers' allowance shall be accompanied by a receipt signed by the carer. Claims for travel and subsistence allowance shall be accompanied by relevant VAT receipts.

12.4 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.

13. **Publicity**

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.

14. **Annual Review**

14.1 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.

14.2 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 shall 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 2021:

1. Basic Allowance

£4,437 plus expenses of £711 (£5,148 total) towards the cost of purchase of office sundries other than those provided by the Council, telephone calls etc.

2. 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	11,530	-
Deputy Leader (Statutory)	8,519	-
Cabinet Member	7,862	-
Major Opposition Group Leader	3,905	-

-	Chair	Vice-Chair
Council Allowances for Chair of Council	4,357	2,178
Committees		
Scrutiny & Overview Committee	4,624	2,287
Planning Committee	6,536	3,268
Audit and Corporate Governance Committee	2,178	-
Licensing Committee	1,089	-
Civic Affairs Committee	1,089	-
Employment and Staffing Committee	1,089	-
Grants Advisory Committee	1,089	-
Climate Change & Environment Advisory Committee	1,089	-
Committee Members		
Planning	514	-
Scrutiny & Overview	257	-
Licensing*	257	-
Grants Advisory	129	-
Cambridgeshire and Peterborough Combined Authority		
Executive Board	5,148	-
Overview & Scrutiny	1,288	-
Audit and Governance	515	-
Greater Cambridge Partnership		
Executive Board Chair	2,574	-
Executive Board Member	2,574	-
Assembly Member	772	-
Joint Development Control Committee (when SCDC holds Chair)	2,574	-
Independent Members' Allowances	-	-
Independent Member	1,089	-
Deputy Independent Member	545	-

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

3. Dependants' Carers' Allowances

Reimbursement of actual cost up to a maximum hourly rate of £15.59. This allowance may be claimed for attendance as a district councillor at a parish council meeting.

4. Travel Allowances

4.1 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

4.2 A supplement of not more than 5p per mile may be added for each passenger, payable to a maximum of four.

4.3 The Council will normally pay mileage for the most direct route between relevant points.

5. Public and other Transport

5.1 Travel by public transport will be reimbursed at the ordinary or any available cheap fare rate and tickets shall be attached to the claim form.

5.2 The cost of travel by taxi may be reimbursed in exceptional circumstances (e.g.: where there is no other useable alternative) and the Chief Executive or their nominee shall 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 their nominee).

6. Subsistence Allowances

6.1 Councillors may claim the actual amount spent up to the following sums:

Breakfast:£6.88

(more than 4 hours away from normal place of residence before 11am)

Lunch: £9.50

(more than 4 hours away from normal place of residence including the period 12 noon to 2pm)

Tea: £3.76

(more than 4 hours away from normal place of residence including the period 3pm to 6pm)

Evening meal: £11.77

(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)

- 6.2 Receipts are required in support of claims.
- 6.3 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.
- 6.4 Refreshments may be purchased from the staff room. Where there is entitlement to reimbursement as above, the refreshments shall be ordered through an appropriate officer, in which case the Council will bear the cost directly.
- 6.5 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.

7. Overnight Subsistence

- 7.1 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.
- 7.2 The maximum allowance is increased to £150 for an overnight stay in London.
- 7.3 An out-of-pocket allowance of £4 per night may be claimed in addition.
- 7.4 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, the Cabinet or any of its committees or sub-committees and other duties as authorised by any two of the Chair of Council, the Chief Executive, Chief Finance Officer or Leader.

For guidance, claims will automatically be allowed for:

1. Attendance at all internal meetings, including seminars
2. Attendance as an authorised representative of the Council at meetings of outside bodies (except where that body pays expenses to representatives)
3. Attendance at meetings authorised by the Council
4. Attendance as the Council's representative at joint meetings of local authorities, government bodies or a local authority association
5. Attendance at approved conferences and training sessions
6. Authorised duties on behalf of the Council in relation to the inspection of premises
7. Duties carried out by Cabinet members and chairs and vice-chairs for the necessary exercise of the functions of the post
8. Duties carried out as a Ward member at the request of Council or one of its constituent parts
9. 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:

1. Attendance at meetings of a single political group
2. Attendance at the Chair's Reception and similar functions
3. Attendance at parish council meetings.