

## COUNCILLORS' ALLOWANCES SCHEME - DRAFT

The Councillor's Allowances Scheme has been agreed following consideration of the recommendations of an Independent Remuneration Panel.

**Note:** The Independent Remuneration Panel was established in November 2001. It consists of six members who collectively have a wide range of experience, comprising two members from local businesses (Sun Valley Foods Ltd and Special Metals Wiggin Ltd); the Editors of the Hereford Times and the Hereford Journal and representatives from Herefordshire Unison and Herefordshire Voluntary Action. The Council has agreed that the membership of the Panel be continued until November 2008 and the relevant individuals or their nominees or successors be invited to serve at the appropriate time to ensure continuity and to reflect statutory requirements.

The main features of the Scheme are:

- A Basic Allowance for all 58 members of £7,000.
- A scheme of Special Responsibility Allowances with four bands with the post of Leader of the Council in Band 1 with a Special Responsibility Allowance of £27,000 per annum, and other offices assigned to Bands and remunerated at set proportions of the Leader's rate, as shown below:

Band 2	Cabinet Members Chairman of Strategic Monitoring Committee	£11,000
Band 3	Chairman of Council, Deputy Leader ( <i>if not a Member of the Cabinet</i> ) Chairmen of: Planning Committee, Regulatory Committee and Scrutiny Committees Independent Chairman of the Audit and Corporate Governance Committee (pro rata 50%) Independent Chairman of the Standards Committee (pro rata 50%)	£8,500
Band 4	Vice-Chairman of Council Chairmen of Planning Sub-Committees Group Leaders	£1,500

- In addition to the flat rate Group Leaders' Allowance of £1,500, a payment of £120.45 per member of the Group to reflect the different level of responsibility dependent on the size of the Group.
- Special Responsibility Allowance to be in addition to Basic Allowance. Excluding Group Leaders' Allowance, only one Special Responsibility Allowance is payable per **Elected** Member.
- A Childcare and Dependant Carers' Scheme: allowances payable for eligible duties where costs are incurred in the care of children aged 16 or under, and in respect of other dependants where there is medical or social work evidence that care is required, and where the work claimed for has been undertaken by persons other than family members resident in the household; all claims must be evidenced by receipts and will be paid at the current market hourly rates.
- All allowances to be updated annually in line with the N.J.C. for Local Government Services pay award.

In addition attendance whether as an appointed member or at the invitation of a Director, Cabinet Member or Chairman of the relevant body at any of the following will entitle a Councillor to claim for travel and subsistence:

- Council meeting
- Council committee and sub-committee meeting
- Any of the other bodies described in these Standing Orders including Cabinet and Community Forums;
- A Working Group established by any one of the above bodies (including attendance as a member of a Best Value Review team at a team meeting or related activity);
- Official briefing session called by the Chairman of Council, Leader, Cabinet Member, Chairman of a Committee, Sub-Committee or Panel, Community Forum or Working Group, or by a Group Leader or his/her substitute - such attendance being limited to one Councillor from each group per session;
- Meeting of any other approved body.

The undertaking by any of those listed below of any duty associated with the Council or its committees and other bodies approved for such purposes by the Chief Executive or Head of Legal and Democratic Services in consultation with the Leader:

- The Chairman/Vice-Chairman of Council
- A Cabinet Member
- The Chairman/Vice-Chairman of any Committee, Sub-Committee or Working Group, or Chairman of a Community Forum.
- The leaders of the political groups

Attendance on site visits approved by the relevant Committee or body.

Attendance at Cabinet by the Chairman and Vice-Chairman of the Strategic Monitoring Committee;

Attendance at a meeting of any Scrutiny Committee by the Chairman of the Strategic Monitoring Committee or in the absence of the Chairman and with his/her permission the Vice-Chairman.

Attendance at Cabinet by the Chairman or in the absence of the Chairman and with his/her permission the Vice-Chairman of a Scrutiny Committee where Cabinet is addressing matters within that Committee's terms of reference.

Attendance at any conference by any Councillor authorised by the relevant Director.

Any other attendance for which prior approval has been given by the Chief Executive or Head of Legal and Democratic Services after consultation with the Leader.

In general allowances will not be payable for meetings of outside bodies. A list of appointments to outside bodies, which shall be approved by the Chief Executive or Head of Legal and Democratic Services following consultation with Group Leaders, will be maintained by the Head of Legal and Democratic Services. This list will also identify those appointments to outside bodies where allowances are payable.

**Note:** The single rate at which travel may be claimed shall be within the scale determined by the Council within the scale of rates used by the Inland Revenue

A subsistence allowance for Councillors is paid on the basis of actual reasonable expenditure and where overnight accommodation is necessary, this will be for three star accommodation or equivalent, evidenced by receipts.

Co-opted and other non-elected Members are entitled to claim Travel, Subsistence and Dependant Carer's Allowances on the same basis as Members of the Council.