

PART 6

COUNCILLORS' ALLOWANCE SCHEME

6.1.1 The councillors' allowances scheme has been agreed following consideration of the recommendations of an independent remuneration panel. The scheme was reviewed in May 2017 and applies from 19 May 2017.

6.1.2 The main features of the scheme are:

- a basic allowance for all 53 members payable at the following levels:
 - a) £5,678 (if all relevant mandatory training has not been completed within three months of taking office)
 - b) £7,571 (for the whole year if all relevant mandatory training has been completed within three months of taking office, otherwise payable from the date mandatory training is completed)
- a scheme of special responsibility allowances as shown below:

	1 April 2018 £
Basic allowance – payable to all 53 members	7,571
Special responsibility allowances:	
Leader	30,286
Cabinet members	13,250
Chairpersons of scrutiny committees	9,465
Chairperson of Planning and Regulatory Committee	9,465
Chairperson of Council	9,465
Chairperson of audit and governance committee	5,678
Adoption panel elected member representative	5,678
Standing chairperson of licensing sub committee	5,678
Cabinet support member	Up to 6,625
(An allowance is payable for these posts up to 50% of the cabinet member allowance) subject to the total budget currently allocated for individual cabinet members not being exceeded	

	1 April 2018 £
Group leaders (provided group membership exceeds 10% of the council's total membership)	1,667 and £124 per group member

- 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 dependants' 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 national joint council for local government services pay award.

6.1.3 In addition attendance whether as an appointed member or at the invitation of a director, cabinet member or chairperson of the relevant body at any of the following will entitle a councillor to claim for travel and subsistence:

- (a) Council meeting
- (b) Council committee and sub-committee meeting
- (c) Any of the other bodies described in this constitution including cabinet meetings;
- (d) A working group established by any one of the above bodies;
- (e) Official briefing session called by the chairperson of Council, leader, cabinet member, chairperson of a committee, sub-committee, working group, or by a group leader or his/her substitute - such attendance being limited to one councillor from each group per session;
- (f) Meeting of any other approved body.

6.1.4 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 monitoring officer in consultation with the leader:

- (a) The chairperson/vice chairperson of council
- (b) A cabinet member
- (c) The chairperson/vice chairperson of any committee, sub-committee or working group
- (d) The leaders of the political groups

- 6.1.5 Attendance on site visits approved by the relevant committee or body.
- 6.1.6 Attendance at cabinet by political group leaders.
- 6.1.7 Attendance at a meeting of any scrutiny committee by the chairperson of the general scrutiny committee and/or the chairperson of the adults and wellbeing scrutiny committee and/or the chairperson of the children's and young people scrutiny committee.
- 6.1.8 Attendance at cabinet by the chairperson or in the absence of the chairperson and with his/her permission the vice chairperson of a scrutiny committee where cabinet is addressing matters within that committee's terms of reference.
- 6.1.9 Attendance at any conference by any councillor which has been authorised in advance by the relevant director.
- 6.1.10 Any other attendance for which prior approval has been given by the chief executive or monitoring officer after consultation with the leader.
- 6.1.11 In general expenses will not be payable for attendance at meetings of outside bodies. A list of appointments to outside bodies, which shall be approved by the chief executive or monitoring officer following consultation with group leaders, will be maintained by the monitoring officer. This list will identify those appointments to outside bodies where expenses are payable.
- 6.1.12 **Notes:** The single rate at which travel may be claimed for all vehicles including electric vehicles shall be at the rates used by Her Majesty's Revenues and Customs Service (Members are entitled to choose between claiming mileage allowance for bicycle travel, or claiming for an annual service for their bicycle instead.)
- 6.1.13 A subsistence allowance for councillors is paid for meetings held out of the county and 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. If no suitable accommodation is available members may, with the approval of the monitoring officer, book accommodation to the value of £120.00 per night, 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.
 - Expenses claims must be claimed within 12 months of being incurred.