

## MEMBERS' ALLOWANCE SCHEME

### 1. BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

The present scheme was adopted by Council in February 2017 following a review of Members' Allowances by an Independent Remuneration Panel.

The scheme provides for a Basic Allowance payable to all Members together with an allowance for Members who have a Special Responsibility. No Member is entitled to receive more than one Special Responsibility Allowance.

**Basic Allowance per annum (per Member)** £4,584.16

#### SPECIAL RESPONSIBILITY ALLOWANCES:

|  |            |
|--|------------|
| • Leader of the Council                    | £11,153.69 |
| • Deputy Leader                            | £5,799.92  |
| • Executive Members                        | £5,353.77  |
| • Opposition Group Leader                  | £2,230.74  |
| • Chair of Overview and Scrutiny Committee | £3,346.10  |
| • Chair of Policy Review Committee         | £3,346.10  |
| • Chair of Audit Committee                 | £2,230.74  |
| • Chair of Planning Committee              | £4,461.47  |
| • Licensing Committee                      | £3,346.10  |

The Members' Allowances Scheme will be indexed for the next four years (2017-2021 to match local government pay settlements using the National Joint Council (NJC) annual cost of living pay award agreed for Council staff.

## 2. TRAVEL AND SUBSISTENCE

The travel and subsistence allowances payable to Members' are in line with the Officer's Travel and Subsistence Policy.

### TRAVEL

Members' are entitled to claim travelling costs for attending meetings and other duties associated with being a Councillor however travel costs for attending political group meetings will not be paid.

All travel claims must be supported by receipts and must be submitted within three months of the meeting/engagement for which they are claiming taking place.

#### Procedure

All travel claims are to be submitted on a travel claim form. Payment will be made through the payroll on a monthly basis. The form should be submitted by the payroll deadline set.

#### Taxis

The cost of taxis may be reimbursed where their use is considered essential.

### SUBSISTENCE

#### Daily Subsistence Allowance

|              |   |        |
|--------------|---|--------|
| Breakfast    | - | £8.07  |
| Lunch        | - | £11.14 |
| Evening Meal | - | £13.81 |

#### Subsistence Guidelines

##### Breakfast

Payable where training or course commences before 8.00am.

##### Lunch

Payable where the Councillor is attending a meeting or event on Council business outside of the district and is prevented from taking their lunch their place of residence between 12.00 noon and 2.00pm.

##### Dinner

Payable where the Councillor returns after 8.30 pm having worked away on Council business in a location outside of the district.

##### Overnight Accommodation

Before Members can claim for overnight accommodation, prior approval is required. This should come from Democratic Services.

### **3. MEMBERS' ICT ALLOWANCE**

Members will be paid a £10 monthly ICT allowance for home broadband and consumable only.

Where Members are provided with a tablet device by the Council then they will be subject to an acceptable usage policy for Members in line with that of the Council's ICT acceptable use policy for staff.

### **4. DEPENDENTS' / CHILD CARERS' ALLOWANCE**

Members will be able to be reimbursed on the production of receipts or evidence of expenditure, for costs incurred with regard to the care of their children or dependents when undertaking the following official duties:

- Attendance at a meeting of the Council including any Committee, Sub-Committee or Working Party of the Council;
- Attendance at any outside body to which the Council makes appointments or nominations, or at any Committee or Sub-Committee of such a body;
- Attendance at a meeting of the Executive or of any other meetings in the role of an Executive Member;
- Attendance at a meeting of any association of Authorities of which the Council is a member.

Any costs will be reimbursed at the rate of the National Living Wage and will include reasonable travel time to and from the location of the meeting.

### **5. THE CHAIRMAN'S ALLOWANCE**

The Chairman will have a budget of £5,910 to support their year in office. This will be split into an allowance of £1,000 and a budget for £4,910 to assist with support and fundraising during their civic year. Any remaining money in the Chairman's budget at the end of their civic year will be given to the Chairman's chosen charity.

### **6. The VICE CHAIRMAN'S ALLOWANCE**

The Vice Chairman will have an allowance of £500 to support their year in office.