

## **HAMBLETON DISTRICT COUNCIL**

**Report To:** Council  
25 February 2016

**From:** Executive Director and Deputy Chief Executive

**Subject:** **MEMBERS' ALLOWANCES SCHEME**

All Wards  
Scrutiny Committee

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### **1.0 PURPOSE AND BACKGROUND:**

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require the Council to consider its Allowances Scheme before the beginning of each year.
- 1.2 This report asks Council to consider an amendment to the Scheme and approve it, for a further year.
- 1.3 Councils are required to establish and maintain an Independent Remuneration Panel to provide advice on its scheme and amounts to be paid, amongst other things. Local Authorities must have regard to this advice although are not bound by the recommendations.
- 1.4 The Independent Remuneration Panel, which was appointed in 2013 for a term of four years, comprises:-
  - Michael Holford
  - Pat Martin
  - Ian Woods

### **2.0 THE CURRENT SCHEME:**

- 2.1 The current Scheme is attached as Annex 1 to this report. It is in accordance with previous recommendations of the Independent Remuneration Panel.

### **3.0 THE PROPOSED SCHEME:**

- 3.1 The amended Scheme is attached as Annex 2 to this report which takes into account the revised Pay Policy approved by Council in July 2015.

### **4.0 FINANCIAL IMPLICATIONS AND EFFICIENCIES:**

- 4.1 Carrying forward the Scheme as amended is currently budgeted for in the 2016/17 Estimates.
- 4.2 There are no efficiencies associated with this report.

### **5.0 LEGAL IMPLICATIONS:**

- 5.1 The Council cannot operate a Members' Allowances Scheme in 2016/17 without considering this report and passing a formal resolution. The Scheme will have to be publicised.

5.2 If the Council wishes to amend the Scheme significantly it would first have to ask the Independent Remuneration Panel to consider the Scheme.

**6.0 RECOMMENDATIONS:**

6.1 It is recommended that the Council approve the Members' Allowances Scheme as amended for the year 2016/17.

JUSTIN IVES

**Background papers:** Pay Policy

**Author ref:** GN

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230216 Members Allowances

## MEMBERS' ALLOWANCES SCHEME 2015/16

### **1.0 INTRODUCTION:**

- 1.1 This Scheme has been adopted for the purposes of the Local Authorities (Members' Allowances)(England) Regulations 2003 ("the Regulations").
- 1.2 The Scheme shall continue in force until amended or revoked by the Council.
- 1.3 The Scheme will apply to all Members of the Council.
- 1.4 All Allowances shall be payable for the period from 1 April 2015 until 31 March 2016 unless specified otherwise. Those Allowances specified in Part 1 of the Annex will be payable from 1 April 2015 to 11 May 2015 and those Allowances specified in Part 2 of the Annex will be payable from 12 May 2015 until 31 March 2016.
- 1.5 A Member may by notice in writing to the Chief Executive elect to forego his/her entitlement or any part of his/her entitlement to Allowances.

### **2.0 BASIC ALLOWANCES:**

- 2.1 A Basic Allowance as set out in the Annex to this Scheme shall be payable to each elected Member of the Council. The Allowance shall be the same for each elected Member.
- 2.2 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year his/her entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office as Member subsists bears to the number of days in that year.

### **3.0 SPECIAL RESPONSIBILITY ALLOWANCE:**

- 3.1 The Special Responsibility Allowances set out in the Annex to this Scheme shall be payable to the following elected Members in addition to the Basic Allowance:-

Leader

Deputy Leader

Chairman of Council

Minority Party Leader (only applicable to a group of 5 or more Members)

Chairman of the Audit, Governance and Standards Committee

Chairman of Planning Committee

Chairman of Scrutiny Committee

Chairman of Licensing Committee

Cabinet Member

- 3.2 A "Minority Party Leader" is a leader of a political group which is not the controlling group as defined in Regulation 5(2) of the Regulations.
- 3.3 Where a Member does not have throughout the whole of the year any special responsibilities as entitle him/her to a Special Responsibility Allowance, his/her entitlement shall be to payment of such part of the Special Responsibility Allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

#### **4.0 DEPENDANT' CARER'S ALLOWANCE:**

- 4.1 The Dependant Carer's Allowance set out in the Annex to this Scheme shall be payable to all elected Members in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in respect of:-
- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
  - (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council or a Joint Committee of the Council and one or more Local Authorities within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:-
    - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
    - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
  - (c) the attendance at a meeting of any association of Authorities of which the Council is a member;
  - (d) the attendance at a meeting of the Executive or a meeting of any of its Committees;
  - (e) the performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
  - (f) attendance at:-
    - (i) meetings of Parish Councils;
    - (ii) meetings of a public nature where attendance is of value in carrying out the Members' community role;
    - (iii) meetings with constituents;where the meeting is within the Members' Ward, undertaken as part of the Members' duties and the expenses are not reimbursed from some other source;
  - (g) attendance at any meeting arranged by any other body on which the Member represents the Council where that other body is not reimbursing the Member.
- 4.2 For the purposes of this Section, "Authority" means an Authority of any description specified in sub-paragraphs (a) to (c) of Regulation 3(1) of the Regulations.

#### **5.0 TRAVELLING, SUBSISTENCE AND ACCOMMODATION ALLOWANCE:**

- 5.1 The Travelling, Subsistence and Accommodation Allowance set out in the Annex of this Scheme as amended from time to time by Section 7 of the Scheme shall be payable to all Members and Independent Persons in respect of:-
- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;

- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and one or more Local Authorities within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee provided that:-
    - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
    - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
  - (c) the attendance at a meeting of any association of Authorities of which the Council is a member;
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  - (e) the performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
  - (f) attendance at:-
    - (i) meetings of Parish Councils;
    - (ii) meetings of a public nature where attendance is of value in carrying out the Members' community role;
    - (iii) meetings with constituents;

where the meeting is within the Members' Ward, undertaken as part of the Members' duties and the expenses are not reimbursed from some other source;
  - (g) attendance at any meeting arranged by any other body on which the Member represents the Council where that other body is not reimbursing the Member.
- 5.2 For the purposes of this Section a Member of a Committee or Sub-Committee of the Council is to be treated as a Member of the Council.

## **6.0 INDEPENDENT PERSONS:**

- 6.1 An Independent Person's Allowance as set out in the Annex to this Schedule as amended from time to time shall be payable to the Independent Person(s) appointed by the Council.
- 6.2 Where the appointment of the Independent Person begins or ends otherwise than at the beginning or end of a year his/her entitlement shall be payment of such part of the Independent Person's Allowance as bears to the whole the same proportion as the number of days during which his/her appointment subsists bears to the number of days in that year.

## **7.0 ADJUSTMENT OF ALLOWANCES:**

- 7.1 Subject to 7.2 all Allowances shall be adjusted with effect from 1 April 2016 and from each subsequent 1 April for the following year in line with any increase agreed locally for staff for that year.
- 7.1 All Travelling, Subsistence and Accommodation Allowances shall be adjusted from time to time to ensure that they are the same as the equivalent allowance for officers of the Council.

## **8.0 PENSIONS:**

- 8.1 All elected Members of the Council are entitled to pensions in accordance with the North Yorkshire Superannuation Scheme ("the Pension Scheme").
- 8.2 Both Basic Allowance and Special Responsibility Allowance are to be treated as amounts in respect of which pensions are payable in accordance with the Pension Scheme.

## **9.0 CLAIMS AND PAYMENTS:**

- 9.1 Claims for payment of Allowances shall be made in writing within one month of the date on which entitlement to the Allowances arises.
- 9.2 Payment for Basic, Special Responsibility and Independent Persons' Allowances shall be made in equal monthly instalments on the 25<sup>th</sup> day of the relevant month.
- 9.3 Dependant Carer's Allowance and Travelling, Subsistence and Accommodation Allowance will be paid within one month of receipt of a valid claim.
- 9.4 Where payment of any Allowance has already been made in respect of any period during which the Member concerned is:-
  - (a) suspended or partially suspended from his responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
  - (b) ceases to be a Member of the Council; or
  - (c) is in any other way not entitled to receive the Allowance in respect of that period such part of the Allowance as relates to any such period shall be repaid to the Council.
- 9.5 Where a Member is also a member of another Authority that Member shall not receive Allowances under this Scheme if he/she is receiving an Allowance from the other Authority in respect of the same duties.

PART 1 (PAYABLE 1 APRIL 2015 TO 11 MAY 2015)ATTENDANCE ALLOWANCES 2015/16

Members are entitled to receive allowances and expenses when undertaking their duties as Councillors.

The Scheme comprises:-

- a basic allowance per Member;
- additional allowances based on the special responsibilities that some Members have;
- travel and subsistence allowances.

The Scheme is as follows:-

	Quantum	Payment £
Basic	N/A	4,297
Leader	3.75	16,114
Deputy Leader - without Delegation Responsibility - with Delegation Responsibility	1.75 2.25	7,519 9,670
Chairman of Council	0.75	3,222
Minority Group Leader (only applicable to a group of 5 or more Members)	0.25	1,075
Chairman of Planning Committee	1	4,297
Chairman of Audit, Governance and Standards Committee	0.25	1,075
Chairmen of Scrutiny Committee	0.75	3,222
Chairman of Licensing Committee	0.25	1,075
Cabinet Member - without Delegation Responsibility - with Delegation Responsibility	1.25 1.75	5,372 7,519
Dependant Carer's Allowance	-	7.00 per hour or actual costs if lower. Change to set at national minimum wage (currently £6.08) A maximum of 10 hours per week
Independent Persons	-	233

**All Members will receive the Basic Allowance. Those with special responsibilities will receive the Allowances indicated in addition to the Basic Allowance. The Special Responsibility Allowance will be the Basic Allowance multiplied by the Quantum indicated for that Special Responsibility Allowance.**

**Delegation Responsibility means functions delegated to the Cabinet Member under the Council's Constitution.**

**No Member can receive more than one Special Responsibility Allowance.**

SUBSISTENCE RATES

	£
Breakfast	7.07
Lunch	9.75
Tea (absence after 6.30pm)	3.83
Dinner (absence after 8.30pm)	12.08

**Notes:** Tea or Dinner may be claimed but not both  
The Allowance is irrespective of the actual cost of the meal.

ACCOMMODATION RATES

	£
Other	Up to £78
Major Cities	Up to £101
London	Up to £134
Conferences (National Conferences attended by Members and Chief Officers)	Actual Costs

**Note:** Where not included in the accommodation charge, the cost of all meals will be reimbursed up to £20 per meal upon production of receipts. In the absence of receipts, Subsistence Rates will apply.

TRAVEL RATESTravel by Member's own private motor vehicle

Car mileage rate per mile:

Not exceeding 999cc	45p
1000cc – 1199cc	45p
1200cc and above	45p

Motorcycle rate per mile	24.0p
Bicycle rate per mile	20.0p

Carriage of Passengers to whom a Travelling Allowance would otherwise be Payable

In respect of each passenger not exceeding four, an additional 3.0p a mile for the first passenger and 2.0p a mile for the second and subsequent passengers.

PART 2 (PAYABLE 12 MAY 2015 TO 31 MARCH 2016)ATTENDANCE ALLOWANCES 2015/16

Members are entitled to receive allowances and expenses when undertaking their duties as Councillors.

The Scheme comprises:-

- a basic allowance per Member;
- additional allowances based on the special responsibilities that some Members have;
- travel and subsistence allowances.

The Scheme is as follows:-

	<b>Quantum</b>	<b>Payment £</b>
Basic	N/A	5,500
Leader	4.00	22,000
Deputy Leader	2.00	11,000
Chairman of Council	0.75	4,125
Minority Group Leader (only applicable to a group of 5 or more Members)	0.25	1,375
Chairman of Planning Committee	1	5,500
Chairman of Audit, Governance and Standards Committee	0.25	1,375
Chairman of Scrutiny Committee	0.75	4,125
Chairman of Licensing Committee	0.25	1,375
Cabinet Member	1.50	8,250
Dependant Carer's Allowance	-	National minimum wage (currently £6.50) with a maximum of 10 hours per week
Independent Persons	-	233

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Lunch	9.75
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The Allowance is irrespective of the actual cost of the meal.

**ACCOMMODATION RATES**

	£
Other	Up to £78
Major Cities	Up to £101
London	Up to £134
Conferences (National Conferences attended by Members and Chief Officers)	Actual Costs

**Note:** Where not included in the accommodation charge, the cost of all meals will be reimbursed up to £20 per meal upon production of receipts. In the absence of receipts, Subsistence Rates will apply.

**TRAVEL RATES****Travel by Member's own private motor vehicle**

Car mileage rate per mile:

Not exceeding 999cc	45p
1000cc – 1199cc	45p
1200cc and above	45p

Motorcycle rate per mile	24.0p
Bicycle rate per mile	20.0p

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Chairman of Licensing Committee

Cabinet Member

- 3.2 A "Minority Party Leader" is a leader of a political group which is not the controlling group as defined in Regulation 5(2) of the Regulations.
- 3.3 Where a Member does not have throughout the whole of the year any special responsibilities as entitle him/her to a Special Responsibility Allowance, his/her entitlement shall be to payment of such part of the Special Responsibility Allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

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  - (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council or a Joint Committee of the Council and one or more Local Authorities within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee, provided that:-
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  - (c) the attendance at a meeting of any association of Authorities of which the Council is a member;
  - (d) the attendance at a meeting of the Executive or a meeting of any of its Committees;
  - (e) the performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;
  - (f) attendance at:-
    - (i) meetings of Parish Councils;
    - (ii) meetings of a public nature where attendance is of value in carrying out the Members' community role;
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where the meeting is within the Members' Ward, undertaken as part of the Members' duties and the expenses are not reimbursed from some other source;
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  - (b) ceases to be a Member of the Council; or
  - (c) is in any other way not entitled to receive the Allowance in respect of that period such part of the Allowance as relates to any such period shall be repaid to the Council.
- 9.5 Where a Member is also a member of another Authority that Member shall not receive Allowances under this Scheme if he/she is receiving an Allowance from the other Authority in respect of the same duties.

PAYABLE WITH EFFECT FROM 1 APRIL 2016ATTENDANCE ALLOWANCES 2016/17

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Deputy Leader	2.00	12,100
Chairman of Council	0.75	4,538
Minority Group Leader (only applicable to a group of 5 or more Members)	0.25	1,512
Chairman of Planning Committee	1	6,050
Chairman of Audit, Governance and Standards Committee	0.25	1,512
Chairman of Scrutiny Committee	0.75	4,538
Chairman of Licensing Committee	0.25	1,512
Cabinet Member	1.50	9,075
Dependant Carer's Allowance	-	National minimum wage (currently £6.70) with a maximum of 10 hours per week
Independent Persons	-	256

**All Members will receive the Basic Allowance. Those with special responsibilities will receive the Allowances indicated in addition to the Basic Allowance. The Special Responsibility Allowance will be the Basic Allowance multiplied by the Quantum indicated for that Special Responsibility Allowance.**

**No Member can receive more than one Special Responsibility Allowance.**

SUBSISTENCE RATES

	£
Breakfast	7.35
Lunch	10.14
Tea (absence after 6.30pm)	3.99
Dinner (absence after 8.30pm)	12.56

**Notes:** Tea or Dinner may be claimed but not both  
The Allowance is irrespective of the actual cost of the meal.

ACCOMMODATION RATES

	£
Other	Up to £81
Major Cities	Up to £105
London	Up to £138
Conferences (National Conferences attended by Members and Chief Officers)	Actual Costs

**Note:** Where not included in the accommodation charge, the cost of all meals will be reimbursed up to £20 per meal upon production of receipts. In the absence of receipts, Subsistence Rates will apply.

TRAVEL RATESTravel by Member's own private motor vehicle

Car mileage rate per mile:

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Motorcycle rate per mile	24.0p
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