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## **PART 6 - MEMBERS' ALLOWANCE SCHEME**

### **1. Background**

Councillors are entitled to receive a range of allowances for their Council duties. The allowances to be paid are reviewed annually after taking account of recommendations made by an Independent Remuneration Panel.

The Council has approved payment of the allowances set out in Schedule 1 below. For further details please refer to the Council's website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk).

#### **1.1 Basic Allowance**

This is the same amount for all members. It takes account of activities such as attending Council and committee meetings of which the councillor is a member, all work undertaken as a ward member including dealing with constituents and attending parish council meetings, representing the Council on outside bodies to which the member has been appointed, relevant political activity and other incidental costs incurred such as printing, postage, stationery and telephone calls.

The basic allowance reflects the average time commitment of councillors as assessed by the Independent Remuneration Panel. The basic allowance paid assumes a time commitment of 10 hours per week for 52 weeks each year, amounting to 520 hours per annum. The 520 hours allowed is broken down into 65, eight hour days per year.

The hourly rate is then offset by a public sector discount of 35%, deducted from the resultant sum.

The basic allowance is not presently tied to any specific index as the Local Government Association no longer publishes a recommended daily rate.

#### **1.2 Special Responsibility Allowance**

This may be paid to certain councillors, in addition to the basic allowance, who have special responsibility in relation to the Council.

Only one SRA is payable to a member at any one time, and will be the higher of the two or more allowances to which a member is entitled. The only exception to this rule is for substitute members of the Planning Committee, who in this capacity are not fulfilling a duty

which they have agreed to take on as a permanent role, and instead are filling in for other members of their party when necessary.

### **1.3 Travel, Mileage, Meals and Refreshments**

A Councillor may claim the cost of getting to and from any activity defined as an approved duty in Schedule 3, as well as any relevant subsistence for being away from home or work for a certain period of time in connection with that duty. Appropriate receipts must be provided for the purchase of fuel before a claim can be approved. Refer to Schedule 2 for details of the travel and subsistence scheme in operation.

### **1.4 Carers' Allowance**

Carers' allowance is payable where expenditure is exclusively incurred in arranging for care of children or dependent relatives. Appropriate receipts must be provided before a claim can be approved.

## **2. Remuneration Panel**

Since April 2002 the Council has been required to establish and maintain an Independent Remuneration Panel to make annual recommendations as to the level of the Basic Allowance and the type and level of Special Responsibility Allowances. The role of the Panel includes making recommendations on travelling and subsistence claims including for meals and refreshments.

Before voting on the level of allowance, the Council must consider the recommendations of the Panel.

## **3. Submission of claims**

Members are asked to claim on a monthly basis and to submit claims to the Democratic Services Manager for approval using iTrent which is the Council's HR and payroll system. All claims must be submitted in accordance with the deadline set out in paragraph 7 of Schedule 2.

## **4. Option to forgo**

A councillor may elect to forgo any part of his or her entitlement to an allowance under the scheme by giving notice in writing to the Chief Executive.

**5. Part year entitlement**

If the term of office or duties undertaken by a councillor begins or ends part way through a municipal year, or if amendment of the scheme during a municipal year changes the amount to which a councillor is entitled, then calculation of the allowance payable shall be on a pro-rata basis.

**6. Absence of Committee Chairman**

In the case of the extended absence of a committee chairman from Council duties (3 months or more) then the relevant vice-chairman shall be remunerated on a pro rata basis as if acting as the chairman until such time as the chairman returns to his/her duties.

**7. Interpretation of rules**

The Chief Executive in consultation with the appropriate portfolio holder is authorised to deal with any matters arising out of the interpretation of these rules.

**SCHEDULE 1 - MEMBERS' ALLOWANCE SCHEME 2023/24**

The basic allowance is set at £5,506.88 per annum and is payable to all Members regardless of any Special Responsibility Allowance they may receive. All Special Responsibility Allowances payable are set out in the following table:

| <b>Allowance</b>  | <b>Amount</b>  |
|---|--|
| Basic Allowance   | £5,506.88  |
| Chair of the Council                                    | £4,405.51 + civic expenses   |
| Vice Chair of the Council                               | £2,202.76  |
| Leader of the Council                                   | £13,491.88   |
| Deputy Leader of the Council                            | £7,158.95  |
| Portfolio Holders                                       | £6,608.27  |
| Overview/Scrutiny and Ordinary Committee Chairs         | £3,854.83  |
| Chair of Licensing and Environmental Health Committee   | £4,130.18  |
| Members of Licensing and Environmental Health Committee | £254.16 (to be paid in a municipal year when at least ten meetings of the Committee take place in a purely regulatory capacity; a payment will be made to members attending at least 50% of those meetings). |
| Chair of Planning Committee                             | £4,130.18  |
| Members of Planning Committee                           | £508.33  |
| Substitute members of the Planning Committee            | £127.08 (to be paid in a municipal year when a substitute member of the Planning Committee has attended at least 25% of meetings of that committee).   |

|  |           |
|--|-----------|
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| Main opposition group leader   | £3,854.83 |
| Other opposition group leader  | £2,202.76 |
| Independent representatives on the Audit and Standards Committee or the Statutory Officer Discipline and Dismissal Panel | £550.68   |
| Panel members of Independent Remuneration Panel  | £550.68   |

**Explanatory notes about how the Special Responsibility Allowances are calculated:**

Chairman of the Council - 80% of the basic allowance

Vice-Chairman of the Council - 40% of the basic allowance

Leader of the Council - 245% of the basic allowance

Deputy Leader of the Council - 130% of the basic allowance

Members of the Executive - 120% of the basic allowance

Chairmen of overview, scrutiny and ordinary committees - 70% of the basic allowance

Chairman of Licensing and Environmental Health Committee - 75% of the basic allowance

Members of the Licensing and Environmental Health Committee - 3, 8-hour days at the daily rate (calculated by dividing the basic allowance by 65, 8 hour days, equivalent to 520 hours per annum)

Chairman of Planning Committee - 75% of basic allowance

Members of the Planning Committee - 6, 8-hour days at the daily rate (calculated by dividing the basic allowance by 65, 8 hour days, equivalent to 520 hours per annum)

Substitute Members of the Planning Committee – 25% of the SRA for members of the Planning Committee

Leader of the largest opposition group - 70% of the basic allowance

Leader of all other opposition groups - 40% of the basic allowance

Independent members of the Audit and Standards Committee - benchmarked to 10% of the basic allowance

Independent members of the Statutory Officer Discipline and Dismissal Panel Committees - benchmarked to 10% of the basic allowance

Members of the Independent Remuneration Panel - benchmarked to 10% of the basic allowance (although this allowance is not reviewed by the Panel and is agreed independently by the Council)

## SCHEDULE 2 - TRAVEL, MILEAGE, MEALS AND REFRESHMENTS

The following policy and rates for reimbursement will apply from April 2018 in dealing with all claims submitted by members in accordance with the definition of approved duties in Schedule 3

### 1. Mileage Rates

The applicable rates will be set at HM Revenues and Customs approved rates. The rates listed in the table below are applicable from 6 April 2011 onwards and will be updated as soon as HMRC rates alter.

| Category   | Rate per mile  |
|--|--|
| Cars and vans (applicable to all engine sizes)                   | 45p (up to 10,000 miles p/a)<br>Subsequent miles per annum (above 10,000 miles) @ 25p per mile |
| For each passenger making same business trip in the same vehicle | 5p   |
| Motorcycles  | 24p  |
| Pedal cycles   | 20p  |

### 2. Public Transport

Reimbursement of public transport fares (second class) supported by appropriate receipts.

### 3. Car Parking

Reasonable car parking charges will be reimbursed upon the provision of relevant receipts.

### 4. Meals and Refreshments

Reimbursement will be made of actual expenditure supported by receipts covering breakfast, lunch, tea and evening meal, where appropriate, when on Council business in accordance with the definition of approved duty. The expense limits set out below will apply to claims for the reimbursement of meals and refreshments taken by the member claiming **the expense**.

**Expenses incurred on guests will not qualify for reimbursement.**



| <b>The following rates will apply for all meals and refreshments taken in conjunction with approved duties: Allowance</b> | <b>Rate</b> |
|---|-------------|
| Breakfast   | £7.21       |
| Lunch   | £9.95       |
| Tea   | £3.94       |
| Evening meal  | £12.33      |

## **5. Overnight Stays**

Where overnight accommodation is required in carrying out approved duty, reimbursement will be made of the actual costs of overnight stay accommodation, where the cost of accommodation is not included in the fee paid to the provider of the approved duty, (as in the case of a conference or seminar attendance), and in accordance with the maximum amount specified for evening meals in paragraph 4 above, supported by receipts. A sum of £21 may be claimed for each completed 24 hours where an overnight stay is required to cover out of pocket expenses.

## **6. Carers' Allowance**

Carers' allowance is intended to cover the cost of payments for the care of children or of the care of sick or dependent relatives ordinarily resident at a member's home. The principle of providing the allowance is to allow members who are carers to undertake their duties in a proper manner and to allow others presently deterred from Council membership by virtue of family responsibilities from offering themselves for election.

There is no maximum claim rate for the carer's allowance, although valid receipts must be provided prior to reimbursement.

## **7 Guidance for claiming travel expenses:**

- Expenses claimed must be miles actually travelled or public transport costs actually incurred, as the case may be, for the purpose of performing approved duties as defined in schedule 3.

- Members will be expected to carry out their journeys in the most effective and economic way.
- The base for starting and finishing all journeys will normally be regarded as the member's home address. If expenses are claimed using any other starting or finishing point, a full explanation will be required as to why the claim does not relate to the member's home address. Such claims will not normally be allowed save in exceptional cases.
- Members' claims must be submitted in accordance with the instructions issued to members for dealing with claims, together with VAT and all other relevant receipts.
- All claims submitted may be subject to internal audit inspection.
- **All claims must be submitted within 62 days of the day on which the expense has been incurred. Claims submitted late will not be paid.**

**SCHEDULE 3 - APPROVED DUTIES**

Mileage, travel and associated expenses are payable for undertaking approved duties as follows and must be specified on the claim form.

1. Attendance at meetings of the Council, Cabinet, Committees, Joint Committees, Sub-Committees, Task Groups and Working Groups of which the councillor concerned is a member, or is a substitute nominated for that meeting, or has been invited to attend by the Leader or by the Chairman.
2. Attendance by the Leader, Deputy Leader, portfolio holders and deputies with the consent of the Leader, at any meetings or other events necessary for the performance of their duties.
3. Attendance at site inspections and similar ad hoc visits and meetings authorised by the Council and any of its committees, or by the Leader or the Cabinet.
4. Attendance by chairmen and vice-chairmen, or by any member of the Cabinet, at briefings, or by other members by specific invitation.
5. Attendance by the Chairman or Vice Chairman of the council at civic events to which they are invited.
6. Attendance at internal member workshops arranged by officers and to which members have been invited.
7. Meetings of an external organisation, or its associated committees where the member is appointed as a representative of the Council. (Where an outside body has its own allowance or expenses scheme, a member may not submit a claim for the same item to both the Council and the outside body).
8. Conferences, training courses, seminars or workshops, where the member has either been appointed to attend, or nominated, or authorised to attend in writing by the Leader, by a committee chairman, or by the appropriate group leader, subject to the nomination being referred to the Leader for approval if the cost of attendance exceeds £100.
9. Formal meetings with other local authorities and

attendance as a district councillor at relevant parish council meetings (for example for parishes included within the member's own ward).

10. Meetings with Council Officers on official business, including the consideration of matters raised by a constituent.
11. Attendance at opening ceremonies in respect of Council provided facilities.