

## MEMBERS' ALLOWANCES SCHEME 2003/2004

Scheme made under the Local Authorities (Members' Allowances) (England) Regulations 2003, and the Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003.

1. This is an amendment to the existing Members' Allowances Scheme, which was adopted at Annual Council on 21 May 2003. The amended scheme will apply from 17 September 2003 until 31 March 2004. Any entitlement to an annual allowance under this Scheme shall therefore apply pro-rata to that period.
2. **Basic Allowances for Ward Duties**
  - 2.1 The amount allocated per annum to each elected member for Ward Duties is £11,100 (as recommended by the Independent Review Panel of Members' Allowances in August 2003). That payment to be backdated to 10 May 2003.
  - 2.2 The basic allowance recognises the time devoted (on average 80 hours a month of which the first 20 are reflected as voluntary) and expenses incurred in dealing with their constituents, political group and cross party discussions on a ward basis.

No additional payment will therefore be made for travel and subsistence costs for duties within the Kirklees district or the costs of telephone and mobile phone line rental and calls.
  - 2.3 Basic allowances will be paid calendar monthly in arrears to each elected member in equal monthly instalments.
  - 2.4 Where the term of office of an elected member begins or ends otherwise than on the 17 September 2003 or 31 March 2004 his/her entitlement to the allowance will be pro-rata.

### 3. **Special Responsibility Allowances**

- 3.1 The amounts allocated per annum to elected members of specific duties (as recommended by the Independent Review Panel on Members' Allowances in August 2001 and determined by Council on the 5 September 2001), which are additional to the basic allowance are as follows:-

Full Time (5 days)	£	
Leader of the Council	19,200	1
Deputy Leader	13,875	1
Cabinet Members	11,377	9
Up to 4 days per week		
Chair of Overview and Scrutiny Committee	7,400	1
Business Manager (30+ members)	7,400	1

Up to 3 days per week			
Leader of the Majority Opposition Group	5,550	1	
Up to 2.5 days per week			
Business Manager (20-29 members)	4,625	1	
Up to 2 days per week			
Leader of First Minority Opposition Group	3,700	1	
Chair of Council Business Committee (1.5 days)	2,775	1	
Lead Members of O & S Panels (1.5 days)	2,775	10	
Chairs of Planning Sub-Committees (1.5 days)	2,775	2	
Business Manager (10-19 members) (1.5 days)	2,775	1	
Up to 1 day per week			
Members of O & S Management Group	1,850	4	
Chair of the Appeals Panel	1,850	1	
Chair of Standards Committee	1,850	1	
Chair of Licensing and Safety Committee	1,850	1	
Leader of second minority opposition group	1,850	1	
Chairs of Area Committees	1,850	10*	
Up to ½ day per week			
Business Manager (less than 10 members)	925	1	

\* Payable upon the completion of Community Action Plans (Stage 3)

As with the basic allowance, the implementation date for these allowances will be 10 May 2003.

- 3.2 The special responsibility allowance recognises the additional time and expenses incurred by those elected members effectively performing additional special responsibilities.
- 3.3 Special Responsibility allowances will be paid calendar monthly in arrears to the appropriate elected member in equal monthly instalments.
- 3.4 Where the term of office entitling an elected member to a special responsibility allowance begins or ends otherwise than on the 17 September 2003 or 31 March 2004 his/her entitlement to the allowance will be pro-rata.
- 3.5 No elected member shall receive more than one special responsibility allowance.
- 4. Renunciation of Allowances**
- 4.1 An elected member may, by giving notice in writing to the Head of Democratic Support Service elect to forego any part of his/her entitlement to an allowance payable under this Scheme.
- 5. Travel and Subsistence Outside the District**
- 5.1 Travel and subsistence allowances for approved duties outside the district can be paid only:

- \* Approved duty are those as described in paragraph 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003.
- \* any other duty approved by the body, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the body, or of any of its committees or sub-committees
- \* for approved duties previously authorised by the appropriate Body (Cabinet or Council Business Committee). The approval must precede the performance of the duty and not be given retrospectively.

Claims must be made and received by the Members' Services Manager within two months of the expense being incurred.

- 5.2 Attendances at Conferences: The Head of Democratic Support Service, in conjunction with the Leader of the Council, has delegated powers to determine Member attendance at Conferences etc., in those cases where it is not possible for approval to be sought from Cabinet due to time limits for booking arrangements. The Cabinet will be informed of any action taken under this delegation.
- 5.3 The Authority will pay travel and subsistence costs at the rate specified by the Independent Review Panel in August 2003. The current schedule of rates as set out in the attached Appendix 1.
- 5.4 The rate of travel by public transport shall not exceed the amount of an ordinary fare or any available cheap fare and wherever possible should be arranged through Members' Services to maximise available discounts and concessions.

Tickets or receipts must always accompany travel and subsistence claims for over £5.

- 5.5 Where necessary supplements for the reservation of seats, deposit or portage of luggage will be reimbursed up to the maximum of expenditure actually incurred. Where sleeping accommodation is booked for overnight journeys actual costs will be reimbursed but subsistence allowance will be reduced by one third.
- 5.6 Members use of private motor vehicles should demonstrate either a substantial saving of the members' time, or being in the best interests of the Council.
- 5.7 The rate of travel by taxicab will not normally exceed the fare for travel by appropriate public transport. In cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity will be reimbursed. Taxi receipts must accompany the claim.
- 5.8 Travel by any other hired vehicle is limited to the rate applicable had the vehicle belonged to the member who hired it unless prior approval to the actual cost of hiring by the Cabinet or Council Business Committee.

- 5.9 The rate for travel by air should not exceed the rate applicable to travel by any appropriate alternative means of transport together with the equivalent saving in subsistence allowance.

Where the saving in time is so substantial as to justify payment of the fare for air travel the amount paid will not exceed:-

- (i) the ordinary fare or any cheap fare, or
- (ii) where no such service is available or in case of urgency the fare actually paid by the member.

## 6. **Childcare/Carers Allowance**

The Independent Panel has agreed that an allowance will be paid to Councillors who needs to engage carers to look after dependants whilst undertaking duties specified in regulation 8 of the Local Authorities (Members Allowances) (England) Regulations 2003. The criteria are given in the Appendix 2.

## 7. **Pensions**

The Independent Panel in August 2003 has agreed that Councillors may join the Local Government Pension Scheme on a contributory basis, based on the basic allowance only.

## 8. **Information Technology**

Each Member is offered a computer to be used in their homes through a broadband link to assist them in the discharge of their functions as a Councillor.

## 9. **Publicity**

- 9.1 The Regulations place certain duties on local authorities in connection with publicising the recommendations made by their independent remuneration panel, their scheme of allowances and the actual allowances paid to members in any given year:

- \* The Regulations require that as soon as reasonably practicable after receiving a report from their which sets out the panel's recommendations, local authorities must ensure that copies of the report are available for inspection at their principal office at all reasonable hours Local authorities must also, as soon as reasonably practicable after receiving the report publish a notice in at least one newspaper circulating in their area giving details as set out in the Regulations.
- \* Local authorities are required as soon as reasonably practicable after determining a scheme of allowances to ensure that copies of the scheme are available for inspection at their principal office at all reasonable hours and publish a notice in at least one newspaper circulating in their area giving details of the scheme as set out in the Regulations.

- \* The final publicity requirement in the regulations is that as soon as reasonably practicable after the end of a year to which the scheme relates local authorities must make arrangements for the publication in their area of the total sum paid by it to each recipient, in respect of each of the following:

- Basic Allowance
- Special Responsibility Allowance
- Dependant's Carers Allowance
- Travelling and Subsistence Allowance
- Co-optees Allowance.

#### 10. **Sickness and Holiday**

The scheme recognises the right of Elected Members to holiday and entitlement to sickness absence.

An entitlement is made for 28 days of holiday, in accordance with the Local Authority Conditions for staff.

During periods of sickness the Elected Member is not expected to make up any hours lost as a result of that illness.

September 2003

1. **Motor mileage rates** (for round journeys of 200 miles, the full allowance is payable. Any balance over 200 miles is payable at half the appropriate rate)
 

<b>Motor cycle:</b> not exceeding 150 cc	8.7p per mile
exceeding 150 cc not exceeding 500 cc	12.6p per mile
exceeding 500 cc	17p per mile
<b>Bicycle or other non-motorised forms of transport</b>	14p per mile
<b>Car</b> Not exceeding 999 cc	36.4p per mile
Over 999 cc but not exceeding 1199 cc	40.2p per mile
Over 1199 cc	49.9p per mile

**Passenger supplements:** The supplement remains unchanged; an increase in the above rates by 1p per person per mile not exceeding four passengers.

2. **Day subsistence**

<b>Breakfast allowance</b> (more than 3 hours away from normal place of residence before 11.00 a.m.)	£5.57
<b>Lunch allowance</b> (more than 3 hours away from normal place of residence to include the period 12.00 noon - 2.00 p.m.)	£7.70
<b>Tea allowance</b> (more than 3 hours away from normal place of residence to include the period 3.00 p.m. - 6.00 p.m.)	£3.03
<b>Evening meal allowance</b> (more than 3 hours away from normal place of residence ending after 7.00 p.m.)	£9.52
3. **Overnight subsistence**

The overnight rates remain unchanged at:	
Overnight	£82.05
Overnight (London/LGA annual conference)	£93.58
4. The rates shown in paragraph 3 above will cover a continuous period of absence of 24 hours.
5. The rates shown above shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal or the period to which the allowance relates.
6. **Meals on trains**  
 Where **main meals (i.e. breakfast, lunch or dinner) are taken on trains** during a period for which there is an entitlement for a day subsistence allowance, the reasonable cost of meals (including VAT) may be reimbursed in full. This reimbursement would replace the entitlement to the day subsistence allowance for the appropriate meal period. Members are asked to submit receipts for meals when claiming.

## APPENDIX 2

### Kirklees Metropolitan Council

#### MEMBERS' ALLOWANCES

##### Criteria for dependants' carers' allowance

1. Councillors who care for children or dependants can claim a carer's allowance of up to £5 per hour per dependant. Councillors who care for dependant relatives may receive payment equivalent to that paid by Social Affairs and Health Service in similar circumstances.
2. Payment is claimable in respect of children aged 14 years or under. In respect of dependant relatives, subject to written medial or social work evidence.
3. The Council Business Committee will consider special circumstances presented by any member. The Council Business Committee will receive information about any action taken under this delegation.
4. The carer must not be a member of the same household.
5. Councillors should submit their claims, using a claim form and supported by receipts and, if applicable, declare any other care payment received from another agency, to the Members' Allowances section each calendar month in arrears.
6. Councillors can only claim for the carers' allowance in respect of expenses of arranging for care of their children or dependants necessarily incurred for attendance at meetings and performance of duties specified in the regulations, and any other duties approved by the Council. **Approved duties do not include meetings with officers and constituents and attendance at political group meetings.**
7. The Council's Standards Committee will consider any allegations of abuse of the scheme.
8. The dependants' carers' allowance is subject to annual review.