

Part 6:

Members' Allowances Scheme 2020/21

1. SUMMARY OF MAIN FEATURES

1.1 Councillors are entitled to -

- Basic allowance of £5,366 per annum
- Special Responsibility Allowance (for Chairman and Vice Chairman of Policy, & Resources and its sub-committees, Planning Management, Planning Policy, Licensing and Governance and Audit Committees; the Leader of the Council, Deputy Leader; Leader of the Opposition Group; see Schedule 1). These are annual sums.
- Travelling and subsistence expenses linked to approved staff user travelling rates as defined by HMRC.
- Carers' allowance for the approved duties (see travel and subsistence schemes for approved duties) in Schedule 2 of the Council's current scheme.

1.2 Basic allowance is payable from date of declaration of acceptance of office to 4 days after an election or the effective date of formal notification of the resignation of office.

1.3 Where entitlement to all or any part of the allowances is renounced, notice must be given in writing to the Chief Finance Officer or Head of Resources.

1.4 Entitlements to special responsibility allowances are applied pro-rata to the period of office as a Chairman, Vice-Chairman or Leader. The allowance is normally payable from date of the formal appointment by Council to the office until any subsequent change in office or resignation. In the case of the Opposition Leader allowance the payment is payable from the date of formal notification of the Leader by the Group, to the Chief Executive, until the Group subsequently advises of any change of leadership.

1.5 The Deputy Leader of the main political group may claim the "Leaders" Special Responsibility Allowance, in lieu of the Leader, in respect of planned absences, long term sickness or the death of the Leader. Formal notification of planned absence must be given to the Chief Executive in writing, in advance, by the Leader.

1.6 Basic allowances and special responsibility allowances are paid automatically - in instalments of one twelfth on the 27th of each month by BACS direct to a nominated bank account.

1.7 Councillors are eligible to receive more than one Special Responsibility Allowance but the total entitlement of S.R.A payments will be capped at £5,000 (Leader and Deputy excluded).

1.8 Where a Councillor, is entitled to an allowance from this Council, but is also a member of another authority (e.g. county, police or parish) the Councillor may only receive the allowance from one authority in respect of the same duties, including membership of outside bodies. This also applies to claiming travelling and subsistence payments. Councillors have the responsibility to ensure they receive one allowance or make one expense claim.

1.9 No Members will be able to have access to the pensions scheme.

- 1.10 The year begins on the date of the Annual Meeting (AM) of the Council and ends the day before the subsequent AM.
- 1.11 The scheme can be amended during the year by full Council. Any amendments to the allowances that may be approved during the year that affect the sum payable for the year may be applied from the beginning of the year subject to Council approval to the back dating
- 1.12 The Basic Allowance will be increased annually from the date of the Annual Council Meeting to reflect the percentage increase received by staff on point 44 of the Council's payscale.
- 1.13 The scheme and sums payable are subject to review by the Independent Panel

Schedule 1

ALLOWANCES PAYABLE

	Basic Allowance £	Special Responsibility £	Total £
Leader of the Council	5,366	12,000	17,366
Deputy Leader of the Council	5,366	7,500	12,866
Policy and Resources, Planning Management and Planning Policy, Governance & Audit, Licensing Chairmen	5,366	3,683	9,049
Personnel Sub-Committee – Chairman	5,366	1,228	6,594
Finance & Performance Sub Committee – Chairman	5,366	1,228	6,594
Housing Policy Sub Committee – Chairman	5,366	1,228	6,594
Policy and Resources, Planning Management and Planning Policy, Governance & Audit, and Licensing – Vice Chairmen	5,366	1,228	6,594
Personnel Sub-Committee - Vice Chairman	5,366	0	5,366
Finance & Performance Sub Committee – Vice Chairman	5,366	0	5,366
Joint Standards Complaints Committee – Chairman and Vice-Chairman. <i>(If post holder is an ENC Councillor the basic allowance is also payable)</i>		1,228	1,228
Joint Standards Complaints Committee – Independent Member	0	1,228	1,228
Joint Standards Complaints Committee – Reserve Independent Member	0	614	614
Leader of the Opposition	5,366	3,683	9,049
Other Members	5,366	0	5,366
Council representative on Northamptonshire Police and Crime Panel	5,366	1,228	6,594

Payment of travel and subsistence expenses, and Child and Carers allowances' incurred on prior approved duties as per the Independent Remuneration Panel's report.

Cap on Child and Carers' allowance of £1,200.

Co-opted members appointed by the council be remunerated up to a maximum of £300 per meeting attended.

The cost of Broadband shall not be covered by the Basic Allowance.

Schedule 2

TRAVELLING AND SUBSISTENCE EXPENSES

Travel and subsistence allowances will be paid with basic and special responsibility allowances on 27th of each month, subject to the receipt of a properly completed form. Completed claim forms for travel and subsistence must be received by the 10th of the month to ensure payment on the 27th.

Members should submit claims on a monthly basis. Travel expenses will only be reimbursed if claimed within four months,

There is an entitlement to reimbursement of travelling and subsistence expenses when a Councillor -

- *Attends a Council, Committee, Joint Committee, Board, Sub-Committee, Working Party, Panel, or formal Development Control Committee site meeting/visit, provided the claimant is a member of these bodies;*
- *Attends meetings of a body (or, in the absence of similar provisions operated by that body, a meeting of a committee or sub-committee of that body) to which he/she has been appointed as a representative of the Council. Where it is not possible for the Leader of the Council, as the appointed representative, or a Deputy appointed by the Council, to attend, the Leader shall be entitled to nominate another Member to attend instead.*
- *Attends meetings called at the request or invitation of Chief Officers or Heads of Service (including opening of tenders pursuant to paragraph 7 of the Council's Procurement Procedures);*
- *Attends any other meeting or function for which the Council or a Committee has decided, in advance, that travelling and subsistence expenses may be claimed to discharge the functions of the Council or any of its Committees.*
- *Undertakes duties in order to discharge the role of Leader or Deputy Leader of the Council, as set out in Article 6 of the Constitution.*

TRAVELLING AND SUBSISTENCE ALLOWANCES PAYABLE

Members are subject to the East Northamptonshire Council Staff Travel and Subsistence Scheme rates (set out below).

Expenditure must have been actually and necessarily incurred.

1. Travel Expenses

- 1.1 Travel by private vehicles will be reimbursed at the rates set for tax allowance purposes by the Inland Revenue for business travel. Currently these are 45p per mile for the first 10,000 miles and 25p a mile thereafter and an additional 5p per mile where a passenger (another councillor) is carried.
- 1.2 Parking fees and public transport fares will be reimbursed at cost on production of a valid ticket or receipt. In the case of travel by rail, standard class fare or actual fare paid (if less) will be reimbursed. First class fare will only be reimbursed where it is clearly in the East Northamptonshire District Council's interest for a councillor to travel first class and formal approval has been given in advance by the Chief Executive.
- 1.3 Taxi fares will only be reimbursed on production of a valid receipt and if use of public transport or the councillor's own car is impractical.
- 1.4 Travel expenses will be reimbursed for any journey undertaken where the councillor was undertaking approved duties (see section 6 below). Travel expenses will only be reimbursed if claimed within four months.

2. Subsistence Expenses

- 2.1 Overnight hotel accommodation must be booked through the Chief Executive's Office, which will ensure that accommodation is booked at the appropriate market rate. Higher rates of accommodation will only be booked where it is clearly in the East Northamptonshire District Council's interest and formal approval has been given in advance by the Chief Executive. Any other reasonable and unavoidable costs related to overnight stays will be
- 2.2 Reasonable subsistence expenses will be paid on production of receipts up to the following maximum rates:

Breakfast (before 11:00am)	£8.00
Lunch (12 noon to 2.00pm)	£10.00
Tea (3.00pm to 6.00pm)	£5.00
Evening meal (ending after 7.00pm)	£20.00

2.3 Subsistence expenses will only be reimbursed if incurred where the councillor was undertaking approved duties (see section 6 below).

3. Dependents' carers' expenses

3.1 Members with care responsibilities in respect of dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance will be reimbursed, on production of valid receipts, for actual payments to a registered or professional carer. Where care was not provided by a registered or professional carer but was provided by an individual not formally resident at the member's home, a maximum hourly rate of £6.50 will be payable. There is a cap on Child and Carers' allowance of £1,200.

3.2 Dependents' carers' expenses will only be reimbursed if incurred where the councillor was undertaking approved duties (see section 6 below). The Democratic and Electoral Services Manager will sign off claim forms once they have been completed and signed by the claimant and the carer.

4. Pensions

4.1 No further Members will be eligible for admission to the Local Government Pension Scheme.

5. Co-opted Members – Financial Loss Allowance

5.1 A financial loss allowance may only be paid to non-elected members of committees or sub-committees. The rate for the co-opted members will be up to £300 per meeting attended.

6. Approved duties

6.1 Travel, subsistence and dependents' carers' expenses incurred when undertaking duties matching the following descriptions may be claimed for:

- a) Attendance at meetings of Full Council and any committees, working groups or other bodies of the Council of which the councillor is a member;
- b) Attendance at meetings of committees, working groups or other bodies of the Council of which the councillor is not a member but to which the councillor has received a specific, individual invitation by the Chairman of that body;
- c) Attendance at Council premises for the purposes of taking part in formal briefings, training sessions or attending pre-arranged meetings with senior officers to discuss the business of the Council.

- d) Representing the Council at external meetings, including Parish and Town Councils and those of voluntary organisations where the member is there on behalf of the Council;
- e) Attendance at events organised by the Council and/or where invitations have been issued by officers or councillors (including Chair's events and other corporate events);
- f) Attendance at meetings/events where the Member is an official Council representative or requested by the Leader; and
- g) In respect of dependents' carers' expenses only, undertaking general councillor responsibilities including surgeries.

Expenses incurred as a result of attendance at political group meetings may not be claimed.

Amended by Council 26 April 2010 minute 476 & 472(c), 1 November 2010 minute 245(b), 27 April 2011 minute 499 and 18 July 2011 minute 102(b), 18 July 2012 minute 108; 13 January 2014 minute 319, 13 July 2015 minute 59; 17 May 2017; Council 29 January 2018 minute 348, Council 15 October 2018 minute 237; Council 19 July 2019 minute 111; Annual Council 13 May 2020 minute