

Members' Allowances Scheme – 2016/17

Elmbridge Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 (as amended by the Local Authorities (Members' Allowances) (Amendment) Regulations 2003 and 2004), hereby makes the following scheme.

1. Introduction

This scheme may be cited as the Elmbridge Borough Council Members' Allowances Scheme.

2. Interpretation

In this scheme, 'councillor' means a member of Elmbridge Borough Council who is a councillor; and 'year' means the 12 months ending with 31st March.

3. Indexation

Basic and Special Responsibility Allowances as provided for below shall be indexed in accordance with any officer pay award and will take effect from 1 April each year.

4. Basic Allowance

A basic allowance in accordance with the sum in Schedule 1 shall be paid to each councillor.

5. Special Responsibility Allowance

A special responsibility allowance shall be paid to those councillors who have the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.

The amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

With effect from the 2016/17 Municipal Year no councillor shall receive more than one Special Responsibility Allowance.

6. Attendance Allowances

No attendance allowances are paid, either for Council, committee or sub-committee attendance or for attendance at conferences.

7. Renunciation

A councillor may by notice in writing given to the Payroll Officer elect to forego any part of his entitlement to an allowance under this scheme. The renunciation can be withdrawn or amended at any time, but not retrospectively.

8. Part-year Entitlements

Entitlements under the scheme are the appropriate proportion of the full year entitlement. This applies where, in the course of a year:

- the scheme is amended
- the term of office is not for the full scheme year, or
- permanent changes are made in respect of special responsibilities.

In the event of any of these circumstances arising, the relevant apportionment will be determined by the Head of Finance.

9. Travelling and Subsistence Expenses

Councillors are entitled to receive payments for travelling and subsistence for the purpose of performing approved duties. The list of approved duties is attached at Schedule 2. The current rates are shown at Schedule 3.

Travel allowances are set at the same level as HMRC-defined non-taxable benefits. Payments in respect of subsistence will be at the rate payable to council officers as agreed by the National Joint Council for Local Government Services.

Travel and subsistence costs include train, boat, air and bus tickets, taxi fares, petrol costs, parking, meals, refreshments, hotels and hotel meals.

Councillors are not entitled to subsistence expenses unless more than three miles from their usual place of residence.

The mileage to be claimed is a return trip to the venue of the approved duty from the Councillor's home unless, in a particular case, the actual mileage is lower.

Travelling and subsistence expenses are payable in respect of approved duties for the meetings listed in the schedule only when the Councillor is either:-

- a Member appointed to the Cabinet, Committee, Sub-Committee, group or other body;
- a Member who is an officially nominated substitute to the Committee, Sub-Committee, group or other body.

10. Childcare and Dependent Carers

An allowance is payable to councillors to assist with the care of children, elderly, disabled or sick relatives of up to £7.65 per hour on the production of invoices. This allowance is not payable in respect of carers who are parents, children, spouses, cohabitees or members of the same household as the Councillor. The maximum amount payable to a councillor in respect of this allowance in any year is capped at 25% of the basic allowance applicable in that year.

11. Claims and Payments

Claims for travelling, subsistence, childcare and dependent carers allowances should be submitted to the Head of Finance within two months of the date of the duty performed. Payment will not be made for late claims.

All claims must be signed to confirm that no other claim has been or will be made in respect of the duty.

The Head of Finance will maintain the required record of payments.

12. Pensions

With effect from 1 April 2014 a councillor's eligibility for membership of the Local Government Pension Scheme within the Surrey Pension Fund (administered by Surrey County Council) was ended (Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014). A councillor who was a member of the Pension Scheme on 31 March 2014 will continue to accrue rights until the end of the term of office which that councillor was serving on 1 April 2014.

13. Review

The scheme will be reviewed in accordance with statutory guidance.

SCHEDULE 1 - ALLOWANCES

BASIC ALLOWANCE

The basic allowance for each Councillor shall be £4,395.

SPECIAL RESPONSIBILITY ALLOWANCE

The table below shows the special responsibilities in respect of which additional allowances are payable, and the relevant amounts.

<u>Special Responsibility</u>	£
Leader of the Council	12,240
Other Cabinet Members	6,120
Chairman of Overview and Scrutiny Committee	6,120
Vice Chairman of Overview and Scrutiny Committee	3,060
Chairman of Planning Committee	5,100
Vice Chairman of Planning Committee	1,163
Chairman of East Area Planning Sub-Committee	4,075
Vice Chairman of East Area Planning Sub-Committee	930
Chairman of West Area Planning Sub-Committee	4,075
Vice Chairman of West Area Planning Sub-Committee	930
Chairman of North Area Planning Sub-Committee	4,075
Vice Chairman of North Area Planning Sub-Committee	930
Chairman of Licensing Committee	3,590
Vice Chairman of Licensing Committee	800
Chairman of Audit and Standards Committee	3,662
Chairman of Performance and Finance Standing Panel	Presently deferred
The Leader of the Council will receive no Group Allowance.	
The Leaders of Opposition Groups will receive a Group Allowance of £500 provided their Political Group Membership is greater than 10% of the total Membership of the Council.	
The Leaders of Opposition Groups whose Political Group Membership does not exceed 10% of the total Membership of the Council will receive a Group Allowance of 25% of the higher Group Allowance.	

Note: - Acting chairmen and vice chairmen do not receive an allowance.

SCHEDULE 2 - APPROVED DUTIES

Attendance at meetings of the Council and as an **appointed member** of the Cabinet, a Committee, Sub Committee, Working Group, etc. at any of the meetings listed below represents an **approved duty** for the purpose of payment of travelling and subsistence allowances:-

Council
Cabinet (and sub-groups appointed by the Cabinet)
Planning Committee
Licensing Committee
Overview and Scrutiny Committee (and sub-groups appointed under the Committee's Work Programme)
Audit and Standards Committee
Audit and Standards Hearings Panel
Member Employee Advisory Group
East Area Planning Sub-Committee
West Area Planning Sub-Committee
North Area Planning Sub-Committee
Local Area Spending Boards
Joint Consultative Advisory Group for Industrial and Commercial Ratepayers
Licensing Sub Committee
Disciplinary Appeals Sub-Committee
Disciplinary Investigatory Sub-Committee
Local Plan Working Group
Allotments Consultative Group
Elmbridge Housing and Community Care Planning Forum
Leisure Strategy Working Group
Housing Strategy Working Group
Elmbridge Sports Council
Partnership Committees (and sub-groups)
Surrey County Council Local Committee
Elmbridge Business Partnership (and sub-groups)
Appointments Sub-Committee

Travelling and subsistence expenses are payable only where a Councillor is either:

- a Councillor appointed to membership of that committee, sub-committee, working group, etc; or
- an official substitute; or
- present by specific invitation (e.g. a portfolio holder has been requested to attend by the Overview and Scrutiny Committee).

In addition, travelling and subsistence allowances will be payable in respect of any other duty which a Councillor **is tasked** to undertake by the Council or by the Cabinet, a Committee or Sub-Committee of the Council. This includes Member training/workshops/seminars organised by the Council or which the Member concerned is attending on behalf of the Council.

Travelling and subsistence allowances will also be payable in respect of attendance as the Council's representative at meetings of either the Local Government Association (LGA) or the Surrey Local Government Association (SLGA), and at meetings of a body on which a Councillor is a nominated representative of either the LGA or SLGA.

Travelling and subsistence allowances are not payable in any other circumstances.

SCHEDULE 3 – **RATES FOR TRAVEL AND SUBSISTENCE ALLOWANCE**

The following travel and subsistence rates apply where an approved duty is performed and the amounts of the allowances are:

TRAVEL	RATE		NOTE
Public Transport – Rail	2nd class or any available cheap rate		Note (a) Warrants available from Payroll Officer
Public Transport – Bus	Ordinary fare or any available cheap rate		
Other Transport – Ship	1st class		Note (a)
Other Transport – Plane	Ordinary fare or any available cheap rate		Note (b)
Cycle Allowance	20 pence		Rate per mile
Motor Cycle	24 pence		Rate per mile Note (c)
Own Motor Vehicle	45 pence	5p if travelling as passenger	Rate per mile Note (c)
Taxi-cab	Actual fare and any reasonable gratuity		Emergency / no public transport Note (d)
Hired Motor Vehicle	Not exceeding own vehicle rate unless body approve rate to an amount not exceeding actual cost of hiring		Excludes taxi cab
SUBSISTENCE			
>4 hours before 11am	Breakfast allowance £7.14		Notes (e), (f)
>4 hours including 12 noon to 2pm	Lunch allowance £9.86		Notes (e), (f)
>4 hours including 3pm to 6pm	Tea allowance £3.90		Note (e)
>4 hours ending after 7pm	Evening meal allowance £12.21		Notes (e), (f)
Overnight absence	Out of Pocket expenses £5.52 per night, £22.06 per week		Note (g)

NOTES:

- (a) The rate may be increased by supplementary allowances not exceeding expenditure actually incurred for:
 - (i) on Pullman Car or similar supplements, reservation of seats and deposit or portorage of luggage; and
 - (ii) on sleeping accommodation engaged by the Member for an overnight journey, subject, however, to reduction by one-third of any subsistence allowance payable for that night.
- (b) Not to exceed rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance.
- (c) These rates are for travel of less than 10,000 miles. Different rates apply above £10,000.
- (d) Where not a case of urgency or public transport exists, the amount of the fare for travel by appropriate public transport.
- (e) All subsistence rates shall be reduced by an appropriate amount in respect of any meal provided free of charge. This equates to rates agreed by the National Joint Council for Local Government Services.
- (f) Where main meals are taken on trains during a period for which there is an entitlement to a day subsistence allowance, the reasonable cost of the meals (including VAT) may be reimbursed in full as an alternative, subject to the time limits shown above.
- (g) Cost of overnight accommodation will be paid directly by the Council.