

MEMBERS' ALLOWANCES SCHEME

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MEMBERS' ALLOWANCES SCHEME

Preamble

This Members' Allowances Scheme is made under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (the 2003 Regulations) and any other regulations which may come into force from time to time.

In making this Scheme, the Council has had regard to the recommendations contained in the Report of the Independent Remuneration Panel considered by the Annual Meeting of the Council on 25 May 2011.

This Scheme shall have effect on 26 May 2011 and shall have effect for the rest of the year ending 31 March 2012 and thereafter.

Where the Council has regard to an index (e.g. local salary levels) for the purposes of the annual adjustment of allowances, such index shall be relied on for a period not exceeding four years whereupon a further recommendation of the Independent Remuneration Panel shall be sought in respect of the Council's application of an index to its scheme. For the avoidance of doubt, where the only change to this Scheme is affected by an annual adjustment in accordance with an index, this Scheme shall be deemed not to have been amended.

This Scheme may be amended at any time (having regard to the recommendation(s) of the Independent Remuneration Panel) but may only be revoked with effect from the beginning of the year. Where this Scheme is revoked, the Council shall, before the revocation takes effect, make a further scheme.

In this Scheme:-

- (a) 'Councillor' means a member of Dartford Borough Council who is a Councillor;
- (b) 'Year' means the 12 months ending 31 March.

1. **Basic Allowance**

Each Councillor shall be paid a basic allowance of £4,764 per year.

2. **Special Responsibility Allowances**

(1) Subject to para. (2) below, the following special responsibility allowances shall be paid per year:

Responsibility	Allowance (£)
Leader	27,857
Deputy Leader	16,714
Cabinet Member	8,357
Lead Member	4,178
Chairmen	
Development Control Board	5,014
Audit Board	2,090
Scrutiny Committee	2,090
Policy Overview Committee	2,090
Vice Chairmen	
Development Control Board	1,655
Shadow Chairmen	
Development Control Board	1,655
Other Group Leaders and Deputies	
Shadow Leader	8,357
Deputy Shadow Leader	5,014
Leader of any other Group that consists of 5 Members or 10% of the Council, whichever is the greater	4,178
Deputy Leader of any other Group that consists of 5 Members or 10% of the Council, whichever is the greater	2,507
Group Member	234 per Group member excluding the Group Leader

(2) Group Leaders will be entitled to the Group Leader Allowance (for each member of their group) plus one other Special Responsibility Allowance. All other Members are entitled to receive only one Special Responsibility Allowance.

3. **Carer's Allowance**

A carer's allowance shall be paid where a Councillor has necessarily incurred expenditure for the care of children (up to the age of 15 years) or a dependent relative whilst undertaking the duties of the Council.

- (1) Dependent Relative Care £13.13 per hour
- (2) Childcare – national minimum wage hourly rate

4. **Travel and Subsistence Allowances**

(1) **Approved Duties**

Subject to the provisions set out below, Travel and Subsistence Allowances will be paid to those Councillors and Co-opted Members attending meetings in respect of the following duties (the Approved Duties):

- (a) A meeting of the Cabinet or any Committee of the Cabinet;
- (b) A meeting of the Council or a Committee, Sub-committee or other body of the Council (for which proper notice is given);
- (c) A meeting held under joint arrangements with another authority (for which proper notice is given);
- (d) External Seminars, Conferences and Training (authorised by the Managing Director or Monitoring Officer);
- (e) Site meetings and inspections for which proper notice is given;
- (f) Formal meetings of Outside Bodies as a nominee of the Council to which an appointment has been made either by the Cabinet or the Council;
- (g) Any other duty which may from time to time be agreed by the Managing Director.

(2) **Subsistence Allowance**

- (a) For Approved Duties **outside the Borough**, the following rates shall apply where a Councillor or a Co-Opted Member is prevented by official duties from eating at home and thereby incurs additional expenditure.

NB: these rates are the maximum allowances payable and only actual costs will be paid, if lower:

	Breakfast				up to				£6.12
	Lunch				up to				£8.45
EITHER	Tea				up to				£3.38
OR	Evening Meal				up to				£10.46 (after 8p.m. only)

- (b) No subsistence allowance will be paid for Approved Duties within the Borough.

(3) **Travelling Expenses**

(a) **Mileage Allowances**

No travel expenses will be paid for journeys within the Borough. The following rates shall apply for journeys **outside the Borough**;

Cars and Vans (all size of engine)	45p per mile for the first 10,000 miles 25p per mile over 10,000 miles
Motor Cycles	24 per mile
Bicycles	20p per mile

(b) **Public Transport (Rail and Taxicabs)**

Taxicabs	actual cost is reimbursed
Train journeys	second-class rail fare is reimbursed

- (4) Any representative (other than a Councillor) on an Outside Body will be entitled to claim travel allowances at the rates set out in para. 4.(3) above.
- (5) All claims for travelling and subsistence expenses must be accompanied by a receipt(s) and the completion of a claim form obtainable from Financial Services.

5. **Co-opted Members**

The following Co-optees allowances shall be paid:

Independent Members/Persons on the Standards Committee and Parish/Town Council representative	£634 (Chairman) (includes attendance at training sessions and Assessment and Review Sub-committees) £570 per year, per ordinary member (includes attendance at training sessions and Assessment and Review Sub-committees) £13.39 per hour for attendance at Hearing Sub-committee and pre meetings relating to Hearing Sub-committee
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6. **Independent Remuneration Panel**

The following allowances shall be paid:

Independent Remuneration Panel members	£270 per year, per member (includes attendance at training sessions) £13.39 hourly rate
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7. **Pension Benefits**

Basic and Special Responsibility Allowances shall be pensionable.

8. **Other Duties**

A Councillor who is also a member of another authority shall not be entitled to the receipt of allowances from both, in respect of the same duty(ies).

9. **Election to Forgo Allowances**

Any Councillor or Co-opted Member may, in writing to the Managing Director, elect to forgo any part of their entitlement to allowances under this Scheme.

10. **Part Year Entitlements**

- (1) If an amendment to this Scheme during any year changes the amount of basic allowance or special responsibility allowance to which a Councillor is entitled, the entitlement of the Councillor to such allowance in respect of the following periods:-
 - (a) beginning with 1 April and ending with the day before the first or only amendment during that year takes effect;
 - (b) beginning with the day an amendment takes effect and ending with the day before the next amendment during that year takes effect; or
 - (c) beginning with the day an amendment takes effect and ending with the 31 March; will be to payment of the proportion which the number of days in period (a), (b) or (c) bears to the number of days in that year.
- (2) Where the term of the Councillor begins or ends during the course of a year, his/her entitlement to a basic allowance will be to the payment of the proportion which the number of days which he/she held office during that year bears to the number of days in that year.
- (3) Where an amendment to the Scheme during any year changes the amount of basic allowance to which a Councillor is entitled and the Councillor does not hold office in that year throughout the period beginning with the 1 April and

ending with the day before the amendment takes effect ("the Payment Period"), his/her entitlement to a basic allowance in respect of the Payment Period will be to payment of the proportion which the number of days in which he/she has held office during the Payment Period bears to the number of days in the Payment Period.

- (4) Where a Councillor has during only part of a year a special responsibility entitling him/her to a special responsibility allowance, his/her entitlement to a special responsibility allowance shall be to payment of the proportion which the number of days during which he/she has had such special responsibility bears to the number of days in that year.
- (5) Where an amendment to the Scheme during any year changes the amount of special responsibility allowance to which a Councillor is entitled, and that Councillor has had a special responsibility entitling him/her to a special responsibility allowance during only part of the year beginning on the 1 April and ending with the day before the amendment takes effect ("the Allowance Period"), his/her entitlement to special responsibility allowance will be to payment of the proportion which the number of days in which he/she has had the special responsibility during the Allowance Period bears to the number of days in the Allowance Period.
- (6) Where a Councillor becomes or ceases to be a member of the Council, or accepts or relinquishes any special responsibility for which an allowance is paid, allowances will be paid pro-rata to the number of days during the year which he/she was a Councillor or held the special responsibility.

11. **Payments and Claims**

- (1) The Council shall make payments in respect of basic, special responsibility and travel allowances, in instalments of 1/12th (of the year's total, per month) of the amounts specified in this Scheme on the 15th day of the month in respect of which the Councillor's entitlement arose (or on the last working day before the 15th of the month if the day falls on a Saturday, Sunday or Bank Holiday).
- (2) Any claim for payment of carers (dependents and childcare) and travel and subsistence allowances under this Scheme shall be made within two months of the date of the duty to which the allowance relates. Claims shall not be paid unless supported by a receipt confirming that the expenditure has been incurred. The Council may make a payment where the allowance is not claimed within the period specified.

12. **Backdating**

Any amendments made during the year to the amounts payable under this Scheme may be backdated to the beginning of the year.

13. **Suspension or Partial Suspension of a Councillor/Co-optee**

Where payment of any allowance under this Scheme has already been made in respect of any period during which a Member/Co-optee;

- (1) is suspended or partially suspended from his/her 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; or
- (2) ceases to be a Member/Co-optee of the Council; or
- (3) is in any other way not entitled to receive the allowance in respect of that period;

the Hearing Sub-committee may determine that such allowance (or part of) as relates to any such period be repaid to the Council.

14. **Publicity**

- (1) As soon as reasonably practicable after determining a scheme of allowances, the Managing Director will ensure that a copy of the Scheme is available for inspection and publicised in accordance with the 2003 Regulations.
- (2) As soon as practicable after 1 April each year the Managing Director shall make arrangements for the publication of the total paid to each Member in each category of allowance specified in this Scheme, in the preceding year.