

## MEMBERS' ALLOWANCES SCHEME

Change Control	Notes	Date
Version 1	Original Version to be approved at GAC	13 <sup>th</sup> Jan 2020

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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 Meeting of the General Assembly of the Council on 13 January 2020.

This Scheme shall have effect on 01 April 2020 and shall have effect thereafter.

The Council has agreed that allowances can be increased by the same rate as increases in Council staff pay.

Such an 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.

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 £5,439 per year.

2. **Special Responsibility Allowances**

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

<b>Responsibility</b>	<b>Allowance (£)</b>
Leader	34,082
Deputy Leader	18,177
Cabinet Member	9,089
Lead Member/ Cabinet Delivery Team Leader	2,272
<b>Chairmen</b>	
Development Control Board	5,453
Strategic Housing Board	5,453
Audit Board	2,272
Scrutiny Committee	2,272
Policy Overview Committee	2,272
<b>Vice Chairman</b>	
Development Control Board	1,800
<b>Shadow Chairman</b>	
Development Control Board	1,800
<b>Other Group Leaders and Deputies</b>	
Shadow Leader	9,089
Deputy Shadow Leader	5,453
Leader of any other Group that consists of 5 Members or 10% of the Council, whichever is the greater	4,544
Deputy Leader of any other Group that consists of 5 Members or 10% of the Council, whichever is the greater	2,727
<b>Group Member</b>	
Paid to Leader of any other Group that consists of 5 Members or 10% of the Council, whichever is the greater	£255 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) Care of Dependent Relatives and Disabled Children £15.75 per hour
- (2) Childcare £12.00 per hour

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 a Strategic Director);
- (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	£8.00
	Lunch	up to	£12.00
EITHER	Tea	up to	£3.50
OR			
	Evening Meal	up to	£15.00 (after 8:30p.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. **Parental Leave**

(1) **Basic Allowance**

All Councillors shall continue to receive their Basic Allowance in full, for a period up to six months, in the case of absence from their Councillor duties due to absence related to maternity, adoption or shared parental leave.

Where, for reasons connected with maternity, adoption, or shared parental leave a Councillor is unable to attend meetings of the Council for a period of more than six consecutive months (from the date of their last attendance), a dispensation by the General Assembly of the Council must be sought in accordance with Section 85 of the Local Government Act 1972, within six months of the last attendance. This dispensation should be granted, so that the absence is no more than one year in total.

(2) **Special Responsibility Allowance**

Reasonable and adequate arrangements shall be put in place to provide cover during any period of absence (by reason of maternity, adoption or shared parental leave) of a Councillor in receipt of a special responsibility allowance. Where a replacement (generally a deputy, lead member or vice chair) covers the period of absence, that person shall be remunerated in accordance with the deputy or vice chairman's Special Responsibility Allowance referred to in the Scheme, where applicable.

The original responsibility holder shall continue to receive the full Special Responsibility Allowance, but should the period of absence exceed six months, the General Assembly of the Council shall consider whether such arrangements should continue.

If a Councillor stands down, or an election is held during the period when a Councillor is absent due to maternity, adoption or shared parental leave and the Councillor is not re-elected, their Basic Allowance and any Special Responsibility Allowance shall cease from the date on which they retire (i.e. on the fourth day after the ordinary day of election).

6. **Independent Persons**

The following allowance shall be paid:

Council's Independent Person	£300 per year (includes attendance at training sessions)
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7. **Independent Remuneration Panel**

The following allowances shall be paid:

Independent Remuneration Panel members	£293 per year, per member (includes attendance at training sessions) £14.57 hourly rate
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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 is 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 1/12<sup>th</sup> (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. **Repayment of Allowances**

- (1) A special responsibility allowance is payable in monthly instalments to those Members who hold the positions of special responsibility listed in para. 2 above. Members are elected/appointed to and removed from positions of special responsibility as follows:
  - (a) Leader of the Council – elected and removed from office by the GAC in accordance with Standing Orders 4 & 4A;
  - (b) Deputy Leader – appointed and removed from office by the Leader of the Council on notice to the Proper Officer for report to the GAC (Standing Order 4B);
  - (c) Cabinet members/Lead member – appointed and removed from office by the Leader of the Council on notice to the Proper Officer for report to the GAC (Standing Order 4D);
  - (d) Shadow Leader & Deputy Shadow Leader – appointed and removed from office by the largest party in opposition on the Council on notice to the Proper Officer for report to the GAC (Standing Order 5);
  - (e) Other Group Leader & Deputy Group Leader – appointed and removed from office by members of the Group on notice to the Proper Office for report to the GAC;
  - (f) Chairman/Vice – chairman & Shadow Chairman of the committees listed in para.2 above – appointments to and removal from office in accordance with the wishes of the Group Leaders, on notice to the Proper Officer for report to the GAC.
- (2) The basic allowance is claimable by all Members in monthly instalments.



- (3) Where payment of an allowance has already been made in respect of any period during which the Member concerned:
- (a) ceases to be a member of the Council; or
  - (b) is in any way not entitled to receive the allowance in respect of that period,

the Council may require that such part of the allowance as relates to any such period shall 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.