



# **PART 6**

# **Member Allowance Scheme**



## MEMBERS ALLOWANCES AND EXPENSES 2015/2016

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Any enquiries regarding Members' Allowances and Expenses should be directed to:  
Financial Services (Tel: 01748 829100)

## **Members' Allowances Scheme**

### **1.0 Introduction**

- 1.1 This scheme has been adopted by Richmondshire District Council for the purposes of the Local Authorities (Members' Allowances)(England) Regulations 2003.
- 1.2 This scheme may be cited as the Richmondshire District Council Members' Allowances Scheme, and shall have effect from 1<sup>st</sup> July 2012, and subsequent years.
- 1.3 This scheme shall apply to all Members of the Council.
- 1.4 A Member may by notice in writing to the Managing Director elect to forego his/her entitlement or any part of his/her entitlement to an allowance under this scheme.

### **2.0 Basic Allowances**

- 2.1 A basic allowance as set out in the Appendix to this scheme (as amended from time to time in accordance with Section 8 of the Scheme), shall be payable to each elected Member of the Council. This allowance shall be the same for each elected Member.

### **3.0 Special Responsibility Allowances**

- 3.1 The Special Responsibility Allowances as set out in the Appendix to this Scheme (as amended from time to time in accordance with Section 8 of the Scheme), shall be paid to the following Members in addition to the basic allowance:-

- Leader
- Deputy Leader
- Chairs of Scrutiny
- Chair of Planning Committee/Local Plan Chair
- Chair of Standards, Audit and Governance
- Chair of Licensing
- Spokesperson

### **4.0 Carer's Allowance**

- 4.1 The Carers Allowance as set out in the Appendix to this scheme (as amended from time to time in accordance with Section 8 of the Scheme), shall be payable to all elected Members with caring responsibilities for a spouse, partner, child or other relative.
- 4.2 The allowance is subject to a maximum of 10 hours per week and receipts must be provided.

## **5.0 Travelling, Subsistence and Accommodation Allowance**

5.1 The Travelling, Subsistence and Accommodation Allowance as set out in the Appendix of this Scheme (as amended from time to time in accordance with Section 8 of the Scheme), shall be payable to all Members subject to the following:-

- (a) in the case of an absence, not involving an absence overnight from the usual place of residence:-
  - (i) for breakfast, an absence of more than 4 hours, or where the authority permits, a lesser period, before 11 am (breakfast allowance);
  - (ii) for lunch, an absence of more than 4 hours, or where the authority permits, a lesser period, including the period between 12 noon and 2pm (lunch allowance);
  - (iii) for tea, an absence of more than 4 hours, or where the authority permits, a lesser period, including the period 3 pm to 6 pm (tea allowance);
  - (iii) for dinner, an absence of more than 4 hours, or where the authority permits, a lesser period, ending after 7 pm (dinner allowance).
- (b) in the case of an absence overnight from the usual place of residence, the allowances as set out in the Schedule shall cover a continuous period of absence of twenty-four hours.
- (c) For an absence overnight of a period less than twenty-four hours, an appropriate amount in respect of any meal allowance shall be deducted from the maximum rate determined.

5.2 With regard to (a) above, the rates specified in the Schedule shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body during the period to which the allowance relates.

## **6.0 Co-optees' Allowance**

6.1 A Co-optees' Allowance as set out in the Appendix to this scheme (as amended from time to time in accordance with Section 8 of the Scheme), shall be payable to those non-elected Members of a Council Committee or Sub-Committee.

## **7.0 Part Year Entitlements**

7.1 For the purposes of this section 'Allowance' shall refer to all allowances including the Basic Allowance; Special Responsibility Allowance; Travel, Subsistence and Accommodation Allowance; and Co-optees Allowance.

7.2 Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year his/her entitlement shall be to payment of such part of an allowance, as bears to the whole the same proportion as the number of days during which his term of office as Member subsists bears to the number of days in that year.

7.3 Where a Member 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, the part of the allowance payable to him/her in respect of the period for which he/she is suspended or partially suspended may be withheld by the Standards Committee.

## **8.0 Adjustment of Allowances**

8.1 Subject to 8.2, all Allowances shall be adjusted with effect from 1 April for the following year in line with the NJC Conditions of Service Award for the year commencing on that 1 April.

8.2 All Travelling, Subsistence and Accommodation Allowances shall be adjusted from time to time to ensure that they are the same as the equivalent allowance for officers of the Council.

## **9.0 Payments**

9.1 Claims for payment of Allowances shall be made in writing within one month of the date on which entitlement to the Allowances arises.

9.2 Payments for Basic, Special Responsibility and Co-optees' Allowances shall be made in instalments of one-twelfth of the amount specified in this scheme on or about the twenty-first day of each month.

9.3 Carers Allowance and Travelling, Subsistence and Accommodation Allowance will be paid within one month of receipt of a valid claim in respect of:-

- (a) the attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any Committee or Sub-Committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and one or more Local Authorities within the meaning of Section 270(1) of the Local Government Act 1972, or a Sub-Committee of such a Joint Committee provided that:-
  - (i) where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited; or
  - (ii) if the Council is not so divided, it is a meeting to which at least two Members of the Council have been invited;
- (c) the attendance at a meeting of any association of Authorities of which the Council is a member;
- (d) the performance of any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises;

- (e) attendance at:-
  - (i) meetings of Parish Councils;
  - (ii) meetings of a public nature where attendance is of value in carrying out the Members' community role;
  - (iii) meetings with constituents;

where the meeting is within the Members' Ward, undertaken as part of the Members' duties and the expenses are not reimbursed from some other source;

- (f) attendance at any meeting arranged by any other body on which the Member represents the Council where that other body is not reimbursing the Member.

9.4 Where payment of any Allowance has already been made in respect of any period during which the Member concerned is:-

- (a) suspended or partially suspended from his 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;
- (b) ceases to be a Member of the Council; or
- (c) is in any other way not entitled to receive the Allowance in respect of that period

such part of the Allowance as relates to any such period shall be repaid to the Council.

9.5 Where a Member is also a member of another Authority that Member shall not receive Allowances under this Scheme if he/she is receiving an Allowance from the other Authority in respect of the same duties.

## Appendix 1

Type of Allowance	2014/15	No of Positions	Total Cost Per annum £
<b>Basic (34)</b>			
Paid to all Members	3,000	34	102,000
<b>Committee</b>			
Standards, Audit and Governance Committee Chair	900	1	900
Licensing Chair	600	1	600
Planning/Local Plan Chair	1,800	1	1,800
Scrutiny Chair	1,500	2	3,000
Standards Independent Person	300	1	300
Corporate Board Spokespeople	600	8	4,800
Leader of the Council	5,500	1	5,500
Deputy Leader of the Council	2,750	1	2,750
Chairman of the Council	2,500	1	2,500
Carers allowance £6.50 per hour from 1 Oct 14 or actual costs if lower up to a max of 10 hrs per week (receipts to be provided)			1,400
Co optees Allowance £25 per meeting			975
Cost per annum			126,525
Travel & Sub			7,860
<b>Total Allowance Cost per Annum</b>			<b>134,385</b>

**Note:** All Members will receive the Basic Allowance. Those with special responsibilities will receive the Allowances indicated in addition to the Basic Allowance.

No Member can receive more than one Special Responsibility Allowance.

Subsistence Rates	£
Breakfast (before 11am)	6.86
Lunch (between 12pm – 2pm)	9.47
Tea (between 3pm -6pm)	3.72
Dinner (after 7pm)	11.72

**Note:** Tea or Dinner may be claimed, but not both and the allowance is irrespective of the actual cost of the meal.

<b>Accommodation Rates</b>	<b>£</b>
Other	Up to £78
Major Cities	Up to £101
London	Up to £134
National Conferences	Actual Costs

<b>Travel Rates</b> (Member's own private motor vehicle) <i>From 1<sup>st</sup> October 2010</i>	<b>£</b>
Not exceeding 999cc	45.0
1000cc to 1199cc	45.0
1200cc and above	45.0

**Note:** An additional entitlement of 2.0p per mile per passenger may be claimed, subject to a maximum of 4 passengers. Mileage claims should state clearly the names of Members carried as passengers, to enable the entitlement to be correctly paid, and the precise mileage over which passengers were carried.

The relevant regulations provide for a scale of motor cycle allowances, and provisions exist for payment towards the costs of public transport, taxis, and other hire vehicles in certain circumstances. Full details are available from the Finance Section.

<b>Broadband</b>	<b>£</b>
For Members who provide their own broadband connection	14.99