

PART 6

MEMBERS' ALLOWANCES

FOREST HEATH DISTRICT COUNCIL



Forest Heath
District Council

MEMBERS' ALLOWANCE SCHEME

2013 EDITION

(As resolved at Council on 22 February 2017, this Scheme has been extended beyond 31 March 2017, until a date of expiry of 31 May 2019).

**FOREST HEATH DISTRICT COUNCIL
MEMBERS ALLOWANCE SCHEME
2013 EDITION**

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1. INTRODUCTION

This scheme is made by Forest Heath District Council pursuant to the Local Authorities (Members' Allowances) (England) Regulations 2003. It was approved by the Council on 13 March 2013 after consideration of the recommendations from the Independent Remuneration Panel.

This scheme will be known as the Forest Heath District Council Members' Allowances Scheme (2013 Edition) and will apply from 1 April 2013 until 31 March 2017.

In this scheme:

"Member" means an elected Member of Forest Heath District Council.

"Co-opted Member" means a co-opted Member of a Committee of Forest Heath District Council.

"Year" means the 12 months ending on 31 March in any year.

2. BASIC ALLOWANCE

Subject to Sections 9 and 10, for each year a basic allowance is to be paid to each Member as set out in Schedule 1 to the scheme.

The basic allowance is to be paid in equal instalments one month in arrears payable of the 28th day of each month.

3. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

Subject to the qualification below and to Sections 9 and 10, for each year a SRA shall be paid to those Members who hold the special responsibilities that are set out in respect of them in schedule 1.

The qualification referred to is that where two SRA are payable to the same member then the smaller of the two SRA is reduced by one third.

The SRA is to be paid in equal instalments one month in arrears payable on the 28th day of each month.

4. INDEXATION

The Basic Allowance and SRAs are to be index linked. On the 1st April 2014 and on the 1st April in each subsequent year the amount payable will be increased by the same amount as the increase in Local Government Officer's salaries under the joint National Council for Local Government between 1st April in the previous year and 31st March in the year in question.

The Carers Allowance will also be index linked to the National Minimum Wage for the time being

5. TRAVEL AND SUBSISTENCE ALLOWANCE

Members are able to claim travel allowance in respect of their travel to and from:

- (a) Meetings covered by the list of approved duties referred to in Schedule 2;
- (b) Meetings of outside bodies and organisations to which they have been appointed by the Council as set out in Schedule 3;
- (c) Meetings with the Chief Executive, Directors and/or Assistant Directors subject to such meetings having been pre-arranged and not relating specifically to a Members' ward work or activities.

Members are able to claim subsistence allowances where they are prevented by official duties from taking a meal at home or other place where normally taken. Reimbursement is of actual expenditure to the maximum shown.

Details of the rates of travel and subsistence allowances are set out in Schedule 4.

The rates are directly linked to the rates payable to officers and will be amended as and when the officers' scheme is amended.

6. CHILD CARE AND DEPENDANT CARERS' ALLOWANCE

Contribution towards costs incurred for the provision of care is payable at the rate of £6.19 per hour or the actual rate paid if less, towards care in respect of:

- (a) Children aged 14 or under;
- (b) Elderly relatives requiring full-time care;
- (c) Relatives with disabilities or nursing requirements who require either temporary or permanent full-time care.

In each case the dependant must normally live with the Member as part of the family and be unable to be left unsupervised.

The carer can be any responsible mature person who does not normally live with the claimant as part of the family but the allowance should not be payable in respect of members of the Councillors' immediate and close family.

7. BROADBAND ALLOWANCE

Contribution toward the cost incurred in providing Broadband connection at the rate of £240 per annum.

8. PENSIONS

Members are currently not eligible to join the Local Government Pension Scheme

9. CO-OPTED MEMBERS

Co-opted Members shall be paid an allowance as set out in Schedule 1.

The Co-opted Members' Allowance is normally paid annually in arrears.

Co-opted Members are able to claim travel and subsistence allowances in the circumstances set out in Schedule 5. Details for the rates of travel and subsistence allowances are set out in Schedule 4.

10. RENUNCIATION

A Councillor may by notice in writing given to the Chief Executive elect to forego his entitlement or any part of his entitlement to an allowance under this scheme.

11. PART YEAR ENTITLEMENTS

When the term of office of a Member begins or ends or the holding of a special responsibility begins or ends then the entitlement of that Member to any allowances due to him will be in the same proportion as the number of days during the term of office to the number of days in that year.

When an amendment to this scheme changes the amount to which a Member is entitled then the existing rates are payable ending with the day before the amendment takes effect.

12. CLAIMS

Each Member shall be required to complete a claim form for an allowance in the form prescribed by the Council. A claim should be made within 2 months of the date on which the duty in respect of which the entitlement to the allowance arises and are paid in the current month provided the claim is received on or before the 10th day of the month although every effort will be made to make payment as soon as practicable.

Claims must be backed up by proper receipts so far as is reasonably possible.

13. RECORD OF ALLOWANCES

The Assistant Director (HR, Legal and Democratic Services) shall keep a record of all payments made to all Members in accordance with the scheme and the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003. In accordance with the Regulations any records kept for the purpose shall be available for inspection free of charge at all reasonable times by the public during normal office hours. A copy of the record will be made available free of charge.

The Assistant Director (HR, Legal and Democratic Services) will issue the required notice under the Regulations providing summary information on the payments made under the scheme each year.

SCHEDULE 1 - BASIC ALLOWANCE AND SRAS (Updated: 1 April 2017)

Basic Allowance

All Members £5,136.82

Special Responsibility Allowance (SRA)

These SRA use a multiplier applied to a base unit of £1,368.97

Special Responsibility	Amount	Multiplier
Leader of the Council	£9,582.82	7
Deputy Leader of the Council	£5,818.14	4.25
Portfolio Holders	£5,133.65	3.75
Chairman of the Council	£2,737.95	2
Vice-Chairman of the Council	£1,368.97	1
Chairman of Overview & Scrutiny	£4,106.92	3
Vice-Chairman of Overview & Scrutiny	£2,053.46	1.5
Chairman of Licensing Committees	£1,916.56	1.4
Vice-Chairman of Licensing Committees	£958.28	0.7
Chairman of Performance and Audit Committee	£1,916.56	1.4
Vice-Chairman of Performance and Audit Committee	£958.28	0.7
Chairman of Development Control Committee	£2,737.95	2
Vice-Chairman of Development Control Committee	£1,368.97	1
Chairman of Standards Committee	£958.28	0.7
Vice-Chairman of Standards Committee	£479.14	0.35
Co-opted Members of Committee	£220.34	-
Leader of a Political Group (6 or more Members)	£958.28	0.7
Leader of a political Group (2 to 5 Members)	£479.14	0.35
Other Allowance	Amount	
Carer's allowance (contribution to cash incurred):		
- National Minimum Wage	£7.05 per hour	-
- National Living Wage (age 25 and over)	£7.50 per hour	-

All of the above allowances are to be index linked. The indices set out in Paragraph 4 above will be applied to the Basic Allowance, the Special Responsibility Allowances, the Carer's Allowance and to the base unit used to calculate the SRAs.

SCHEDULE 2 - LIST OF APPROVED DUTIES

1. The following shall be recognised as approved duties:
 - (a) Attendance by a Member at meetings of the Council, the Executive and any Committee, Sub-Committee, Board, Panel or Working Group of which he is either a Member or is attending as a substitute.
 - (b) Attendance at any other meeting officially convened by the Chairman of the Council, the Chief Executive or the Assistant Director (HR, Legal and Democratic Services).
 - (c) Attendance at a meeting for the purpose of opening tenders or any site visits authorised by the Council, the Executive or their Committees.
 - (d) Attendance at Parish Council meetings in his capacity as a Ward Member (but not where he is attending a Parish Council of which he is a Member).
2. Attendance at a meeting other than as a Member of the Executive or a Committee or a substitute is not an approved duty.

SCHEDULE 3 - OUTSIDE BODIES AND ORGANISATIONS

Attendance at any meeting on which the Member is nominated to represent or is appointed to represent the Council.

Attendance at any conferences, seminars or training events, the attendance at which is approved by the Council, or the Cabinet or a Committee of either, or the Chief Executive.

Attendance at any meetings of a Local Government Association or any Joint or Liaison Committee for Members of Local Authorities.

SCHEDULE 4 - TRAVEL ALLOWANCES

The rates of Travel Allowances are as follows:

- Where public transport is used, an amount not exceeding first class rate.
- Where the Member uses his own transport:

Vehicle Class	Rate Payable per mile (p)
Vehicle up to 999cc	28.00
Vehicles of 1000cc to 1199cc	45.00
Vehicles of 1200cc and over	45.00

On the basis that such use

- Results in a substantial saving of the Member's time.
- Is in the interests of the Authority.
- Is otherwise reasonable.

Travel allowance payable from Members' home address to the meeting venue and return or from the Members' Ward if the Members' address is outside the district.

SUBSISTENCE ALLOWANCES

The rates of Subsistence Allowances are as follows:

- | | |
|---|--------|
| • Breakfast Allowance (before 11.00am) | £6.88 |
| • Lunch Allowance (11.00am to 3.00pm) | £9.50 |
| • Tea Allowance (3.00pm to 6.00pm) | £3.76 |
| • Evening Meal Allowance (including a period ending after 7.00pm) | £11.77 |

NB

- Either a tea allowance or an evening meal allowance are payable. Both may not be claimed in respect of the same period.
- The subsistence allowances above shall be reduced by the appropriate sum in respect of any meals provided free of charge by another Authority or body during the period to which the allowance relates.

SCHEDULE 5 - SUBSISTENCE AND TRAVELLING EXPENSES FOR CO-OPTED MEMBERS

1. Standards Committee and other Council Meetings

- Attendance at Committee Meetings of which they are a Member and other Council/Committee Meetings (if required to do so):
 - No subsistence allowance payable.
 - Travelling allowances payable to meeting venue from home address and also from Council Offices back home.

2. Meetings/Conferences outside the Forest Heath District

- Provided attendance at the meeting/conference is expressly agreed by the Monitoring Officer beforehand and is both appropriate and necessary for the Co-opted Committee Member concerned, travelling and subsistence allowances may be claimed. Travelling allowances may be claimed from the Members' home address to the meeting/conference and for the return journey.

3. The current subsistence and travelling allowances payable are as set out in Schedule 4.