

Members' Allowance Scheme

1. The Scheme

This scheme applies from 1 April 2016

In this scheme,

“Member” means a councillor of North East Derbyshire District Council

"Year" means the 12 months ending with 31 March

2. Basic Allowance

Subject to paragraph 4, for each year a flat rate basic allowance of £5,171.32 per annum shall be paid to each *Councillor*. The allowance will be increased with effect from each subsequent 1 April by the same percentage increase as applied to staff salaries. This allowance is designed to cover the time commitment of all *Councillors* in meetings with *Officers* and constituents and attendance at political group meetings. It is also intended to cover incidental costs.

3. Special Responsibility Allowances

Subject to paragraph 4, for each year a special responsibility allowance shall be paid to those *Councillors* who perform the special responsibilities in relation to the Authority that are specified in Schedule 1 to this scheme. These allowances will be increased with effect from 1 April each year by the same percentage increase as applied to staff salaries.

4 Renunciation

A *Councillor* may, by notice in writing given to the Section 151 Officer, elect to forego any part of his or her entitlement to an allowance under this scheme.

5. Part-Year Entitlements

5.1 The provisions of this paragraph shall have effect to regulate the entitlements of a *Councillor* to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that *Councillor* becomes, or ceases to be a *Councillor*, or accepts or relinquishes responsibility in respect of which a special responsibility allowance is payable.

5.2 If an amendment to this scheme changes the amount to which a *Councillor* is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods –

- (a) beginning with the 1 April and ending with the day before that on which the first amendment in that year takes effect; or

- (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the 31 March;

the entitlement to an allowance shall be in the same proportion of the total allowance as the number of days for which the allowance is payable bears to the total number of days in the year.

- 5.3 Where the term of office of a *Councillor* begins or ends otherwise than at the beginning or end of a year, the entitlement of that *Councillor* to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists, bears to the number of days in that year.
- 5.4 Where this scheme is amended, as mentioned in paragraph 5.2, and the term of office of a *Councillor* does not subsist throughout the period mentioned in sub-paragraph 5.2(a), the entitlement of any such *Councillor* to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his or her terms of office as a *Councillor* subsists bears to the number of days in that period.
- 5.5 Where a *Councillor* has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that *Councillor's* entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- 5.6 Where this scheme is amended, as mentioned in paragraph 5.2, and a *Councillor* has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 5.2(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that *Councillor's* entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

6. Childcare and Dependent Carers Allowance

Subject to paragraph 4, for each year a childcare and dependent carers allowance shall be paid to those *Councillors* who incur expenditure as referred to in Schedule 2 to this scheme. An amount shall be paid equivalent to the national minimum hourly rate for adults (£6.19 per hour).

- 7 A co-optees allowance of £516.11 per annum shall be paid to co-opted members.

- 8 The changes in the allowances shall be backdated in accordance with Regulation 10(6) of Statutory Instrument No. 1021-2003 to 1 April 2012 in the case of the Leader of the Main Opposition Group and 9 July 2012 in the case of the Chair and Vice Chair of Standards Committee.
- 9 The future level of allowances included in the Members Allowance Scheme shall be subject to index linking for the maximum period of four years with effect from 1 April 2013 at an amount equivalent to the annual pay award for employees.

Members' Allowance Scheme – Schedule 1

Special Responsibility Allowances as at 1 April 2016

Post		No	Relative Responsibility £
<i>Cabinet</i>	<i>Leader</i>	1	17,776.67
	<i>Deputy Leader</i>	1	12,773.98
	Other Cabinet Members	7	8,147.38
Scrutiny Committee	Chair	1	3,889.73
	Vice Chair	1	1,293.85
Standards Committee	Chair	1	3,889.73
	Vice Chair	1	1,293.85
Planning Committee	Chair	1	7,779.46
	Vice-Chair	1	1,293.85
Council	Chair	1	4,914.80
	Vice-Chair	1	817.60
Main Opposition Group	Leader	1	4,914.80

NB If, at any point in the future, the two main opposition groups have the same number of members, the special responsibility allowance for Leader of the Main Opposition Group shall be divided equally between the leaders of those groups.

No member should be in receipt of more than one special responsibility allowance at any one time. Where a member is entitled to two or more special responsibility allowances then only the highest will be payable.

Members' Allowance Scheme – Schedule 2

Childcare and Dependent Carers' Allowances

The scheme of allowances includes the payment of a childcare and dependent carers' allowance to those *Councillors* who incur expenditure for the care of children or dependent relatives whilst undertaking particular duties. These duties are specified in the Regulations and are as follows:

- a meeting of the *Cabinet*
- a meeting of a committee of the *Cabinet*
- a *Council Meeting*
- a meeting of a committee or sub-committee of the Council
- a meeting of any other body to which the Council makes appointments or nominations, or
- a meeting of a committee or sub-committee of any other body to which the Council makes appointments or nominations
- a meeting which has both been authorised by the Council, a committee or sub-committee of the Council or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee *and* to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more *Councillors* have been invited (if the authority is not divided into political groups)
- a meeting of a local authority association of which the Council is a member
- duties undertaken on behalf of the Council in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened
- duties undertaken on behalf of the authority 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
- duties undertaken on behalf of the Council in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996.

Members' Travel and Subsistence Policy

Travel and subsistence expenses are payable to members for all Council approved duties.

Where members are travelling outside the District, consideration should be given to using public transport or car sharing. Where a member is a member of more than one authority then only one claim may be made per meeting. Claims for subsistence should be supported by receipts where possible. All references to members in this section, except PC consumables, include co-opted members.

Mileage

Mileage will be paid at the following rates:

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycle	20p	20p

Subsistence

Subsistence will be paid on the following basis where the member is on Council duty for four hours or more:

	<i>Hours of claim</i>	<i>Maximum claim</i>
<i>Breakfast</i>	Before 11am	£5.61
<i>Lunch</i>	12-2pm	£7.73
<i>Tea</i>	3-6pm	£3.04
<i>Evening Meal</i>	After 7pm	£9.37
<i>Overnight allowance</i>	N/A	£79.82
<i>Overnight allowance (LGA)</i>	N/A	£91.04

Approved Duties

The following are approved duties for which members may claim travel and subsistence expenses:

- (1) Any meeting of the Council;
- (2) Any meeting of a committee (including Cabinet), joint committee, sub-committee, advisory group or site visits group to which the member has been appointed;

- (3) Any pre-agenda meeting, briefing, forum or site visit to which the member has been asked to attend by an officer;
- (4) Any meeting or event of an outside body to which the member has been appointed as the Council's representative;
- (5) Any activity to which the member has been asked to attend in connection with member development;
- (6) Any conference or seminar approved by the Council or Member Development Working Group;
- (7) Any meeting to which the member has been requested to attend by the Joint Chief Executive or Joint Management Team.
- (8) Any evidence gathering activity within a reasonable distance connected with a review being undertaken by a scrutiny committee;
- (9) Any hearing or tribunal to which the member has been asked to attend to give evidence;
- (10) In the case of the Chair or Vice Chair of the Council, any duties connected with their role as the Council's civic ambassador and up to one day per week in connection with the signing of legal documents;
- (11) In the case of the Leader and Deputy Leader, up to five days per week in connection with Council business;
- (12) In the case of other Cabinet portfolio holders, up to three days per week in connection with Council business;
- (13) In the case of chairs or vice chairs of scrutiny committees, one day per week in connection with the work of their committee;
- (14) In the case of the leaders of Conservative and Independent Groups, one day per week in connection with Council business;
- (15) In the case of the Chair of Standards Committee, one day per week in connection with the work of their Committee.

The following are not approved duties and claims may not be made for them:

- (1) Any meetings or site visits with individuals, officers or groups of electors to discuss issues in connection with a member's ward;
- (2) Any duty undertaken for party political purposes;
- (3) Any duty in connection with being a school governor;
- (4) Any meeting or event organised by other organisations including town and parish councils.

PC consumables

The following items are payable where used in connection with Council duties:

- (1) Broadband subscriptions where the member has not taken advantage of an I-Pad or Broadband subscription offered directly through the Council;
- (2) Printer cartridges and paper.

All claims should be made within two months and are reported on the website and in 'The News' on an annual basis.