

## **Part 6**

# **Members' Allowances Scheme**

**May 2015**

## **Members' Allowances Scheme**

The South Somerset District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following scheme:

### **1. Commencement**

This scheme may be cited as the South Somerset District Council Members' Allowances Scheme for the year commencing 1<sup>st</sup> April 2015.

### **2. Basic Allowance**

Subject to Paragraph 7, a Basic Allowance of £6,362 per annum shall be paid to each councillor, effective from 1<sup>st</sup> April 2015, which shall be deemed to include an element to enable the councillor to subscribe to a broadband connection. The councillor will be expected to ensure that they have a broadband connection to assist them in undertaking their duties and may be required to provide evidence of the same if required.

That the scheme of allowances makes provision for an annual uplift of all Basic and Special Responsibility Allowances by the same percentage as the equivalent negotiated APT&C pay award for officers each year.

### **3. Special Responsibility Allowances**

- (a) A Special Responsibility Allowance shall be paid to those councillors who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this Scheme. This Allowance is paid in recognition of the extra duties, which they expected to perform.
- (b) Subject to Paragraph 7, the amount of each such Allowance shall be the amount specified against that special responsibility in that Schedule.

### **4. Travelling Expenses /Subsistence Allowance Claims**

- (a) For travelling expense reimbursement and subsistence allowance purposes, any claim for payment must be in respect of the previous undertaking of an approved duty defined in Schedule 3 to this Scheme and, in the case of councillors holding the special responsibilities referred to in Paragraph 3(b), those additionally referred to in Schedule 2 to this Scheme.
- (c) Travelling expenses and subsistence allowances shall be paid at rates set under this scheme as listed in Schedule 4.
- (d) Claims for subsistence and car parking etc. should be accompanied by receipts.

### **5. Carers' Allowance**

- (a) The Council has agreed that a carers' allowance shall be paid.
- (b) An allowance may be claimed for costs incurred when a carer for a dependent has been engaged to enable a councillor to undertake an approved duty.
- (c) An allowance will be payable if the dependant being cared for:
  - is a child under the age of 14

- is an elderly person (aged 60 and over);
- has a recognised physical or mental disability

who normally lives with the councillor as part of that councillor's family and should not be left unsupervised.

- (d) The carer must not be someone who normally lives with the councillor as part of that councillor's family.
- (e) Members who claim a carers' allowance are required to certify that the amounts claimed have actually been incurred.
- (f) Payment for Child Care to be £5.35 per hour up to a maximum of 16 hours per week. Dependant Carers Allowances to be paid at actual cost up to a maximum of 16 hours per week, subject to payment of no more than £2,000 to any one councillor in a financial year.

## **6. IT Allowance**

A one off payment of £400 will be provided to each newly elected Member to purchase an electronic digital device. No additional payment will be made and running and maintenance costs will be the responsibility of the Member. The device could be a laptop computer or tablet device or anything else but must be capable of fulfilling the Statement of Requirement for Councillors IT as detailed at Schedule 5.

It is recognised that Members may use their own existing IT equipment for council business, including printing and ink, and the £400 payment will still be made to those members as an acknowledgement of this.

Following the introduction of the Local Government (Electronic Communications) (England) Order 2015 Members are now encouraged to operate within a paperless system environment by agreeing to receive, view and manage agenda papers and other circulated documents digitally.

## **6. Renunciation**

A councillor may by notice in writing given to the Specialist – Democratic Services elect to forego any part of his/her entitlement to an allowance under this Scheme.

## **7. Part-year Entitlements**

- (a) 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 a special responsibility in respect of which a Special Responsibility Allowance is payable.
- (b) In respect of Basic Allowance, where the term of office of a member begins or ends otherwise than at the beginning or end of a year, the entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which the term of office as member subsists bears to the number of days in that year.
- (c) 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 a 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.

- (d) Where an amendment to this scheme is made which affects an allowance payable for the year in which an amendment is made, the entitlement to such allowance as amended may apply with effect from the beginning of the year in which the amendment is made.

## **8. Suspension of a Member**

Where a member is suspended or partially suspended from their duties in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, any allowance payable to them under this Scheme in respect of the responsibilities or duties from which they are suspended or partially suspended may be withheld by the Council.

## **9. Claims and Payments**

- (a) A claim for travelling expense reimbursement and/or subsistence payment under this Scheme shall be made in writing within two months of the date of the approved duty in respect of which the entitlement to the payment arises.
- (b) A claim for travelling expense reimbursement and/or subsistence payment under this Scheme shall include, or be accompanied by, a statement by the councillor claiming the payment, that he/she is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under this Scheme.
- (c) Payments shall be made on or after the 25th day in each month.
- (d) Basic and Special Responsibility Allowances are paid in twelve equal installments and apportioned for part-year entitlement where applicable.
- (e) Basic and Special Responsibility Allowances are subject to income tax and national insurance.

## **10. Membership of Another Authority**

Where a member is also a member of another Authority, that member may not receive allowances from more than one authority in respect of the same duties.

## **11. Amendments and Revocation of the Scheme**

- (a) This scheme may be amended at any time by the Council but may only be revoked with effect from the beginning of a year, subject to paragraph 11 (b).
- (b) Before the Council makes a new Scheme or amends this Scheme it shall have regard to the recommendations made in relation to it by its Independent Remuneration Panel.

## Schedule 1

The following are the special responsibilities in respect of which Special Responsibility Allowances are payable, and the amount of those Allowances as at 1<sup>st</sup> April 2015:

	£
Leader of the Council & Portfolio Holder	14,595
Portfolio Holder & Deputy Leader	8,757
Chairman of the Council	6,568
Vice-Chairman of the Council	1,459
Area Chairman and Portfolio Holder	7,298
Area Chairman and Portfolio Holder	7,298
Area Chairman and Portfolio Holder	7,298
Area Chairman and Portfolio Holder	7,298
Portfolio Holder	7,298
Portfolio Holder	7,298
Portfolio Holder	7,298
Portfolio Holder	7,298
Licensing Committee Chairman	1,459
Licensing Sub-Committee Chairman	365
Licensing Sub-Committee Chairman	365
Audit Committee Chairman	1,459
Scrutiny Committee Chairman	6,568
Scrutiny Vice-Chairman	1,095
Scrutiny Vice-Chairman	1,095
Regulation Committee Chairman	365
Leader of the Largest Opposition Group	2,828
Area South Committee Vice-Chairman	1,095
Area East Committee Vice-Chairman	1,095
Area West Committee Vice-Chairman	1,095
Area North Committee Vice-Chairman	1,095
Standards Committee Chairman	2,918

## Schedule 2

Special Responsibility Allowance (SRA) is paid for the following duties that relate to the post for which the SRA is paid:-

- meetings with officers
- meetings with other portfolio holders
- dealing with correspondence
- visits which are as a result of the duty for which the SRA is paid e.g. official openings, familiarisation/fact finding visits
- press meetings

The SRA does not include an element for travel and, therefore, a travel allowance can be claimed for any duty that is covered by the special responsibility payment.

Members of the Executive are able to claim only one Special Responsibility Allowance.

## Schedule 3

### Approved Duties

1. A meeting of the Authority, or of any Committee or Sub-Committee of the Authority, or of any other body to which the Authority makes appointments or nominations, or any Committee or Sub-Committee of such a body. This includes meetings of the Executive and its committees.
2. Any other meeting the holding of which is authorised by the Authority, or a Committee or Sub-Committee of the Authority, or a Joint Committee of the Authority and one or more other Authorities, or a Sub-Committee of such a Joint Committee provided that:
  - (a) where the Authority 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
  - (b) if the Authority is not so divided, it is a meeting to which at least two members of the Authority have been invited.
3. A meeting of any association of authorities of which the Authority is a member.
4. Pre-Agenda briefings, and training authorised under the Members' Training Programme.
5. Attendance at parish council meetings within a councillor's ward for the sole purpose of representing the District Council.
6. Travel undertaken by members as part of an Overview and Scrutiny Commission shall be an approved duty for the purposes of being able to claim travel allowance.

## Schedule 4

### Travelling and Subsistence Allowances

#### Travel Allowances

<b>Motor cars</b> Engine Capacity All cc's	Rate per mile 40.0p
<b>Motorcycles</b> Engine Capacity not exceeding 150 cc 151-500 cc 500 cc	Rate per mile 8.5p 12.3p 16.5p
Plus: (a)	5.0p per mile for the carriage of the first passenger and 3.0p per mile for the second and subsequent passengers, not exceeding 4, to whom a travelling allowance would otherwise be payable.
(b)	Actual cost of parking fees, tolls, ferrying and overnight garaging.
<b>Bicycle allowance</b>	Rate per mile 26.0p

The full costs of public transport will be met for approved duties and taxi fares will be met in cases of exceptional proven need and inability to drive or take alternative transport. The reasons to be approved by the Chief Executive

#### Subsistence Allowance

The payment of subsistence allowances is subject to the principle that some additional expenditure has actually been incurred.

(1)	In the case of an absence, not involving an absence overnight	
	Breakfast allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11.00 a.m.)	£5.42
	Evening meal allowance (more than 4 hours away from the normal place of residence or where the authority permits, a lesser period, ending after 7.00pm)	£10.00

## **Schedule 5**

### **Statement of Requirement for Councillors IT**

South Somerset District Council will:

1. Provide Councillors with an SSDC e-mail address for Council business use (@southsomerset.gov.uk)
2. Allow Councillors to store e-mail and attachments relating to Council business for up to 12 months.
3. Provide information to Councillors in the most popular formats (Microsoft Office, Adobe PDF etc).
4. Provide access to SSDC email via Outlook Web App.
5. Facilitate the purchase of an appropriate piece of equipment/software (where a Councillor does not have the facility) to access documents in the most popular formats (Microsoft Office, Adobe PDF files etc) required to carry out their role as a Councillor.

Councillors will:

1. Be expected to have a separate private e-mail address for political / non-council use.
2. Have separate storage of personal data (photos etc on discs or memory stick or other devices).
3. Have Broadband access at their home address.
4. Have the ability to access documents in the most popular formats (Microsoft Office, Adobe PDF files etc) required to carry out their role as a Councillor.
5. Have the ability to access the SSDC website to view planning applications and the internet for research purposes.