



<b>Title:</b>	<b>Constitution of the Council (Part 6: Councillors Allowances)</b>
<b>Owner:</b>	<b>John Teasdale</b>
<b>Date of version:</b>	<b>12<sup>th</sup> December 2022</b>
<b>Review due:</b>	<b>Annually as required</b>
<b>Approved by Monitoring Officer:</b>	<b>John Teasdale</b>

**Adopted by Full Council on 12<sup>th</sup> December 2022**



# CONSTITUTION OF THE COUNCIL

## PART 6 - COUNCILLORS' ALLOWANCE SCHEME

### 1 BASIC & SPECIAL RESPONSIBILITY ALLOWANCES

ALLOWANCE (Annual)			2021/22 £	2022/23 £	2023/24 £
Basic Allowance (All Councillors)			5,038	5,241.54	5,241.54
Leader of the Council			18,732.	19,488.7 7	19,488.7 7
Leader of the Opposition			8,514	8,857.97	8,857.97
Leader of the Minority Group			1,022	1,063.29	1,063.29
Cabinet Members			8,514	8,857.97	8,857.97
Cabinet Members Without Portfolio			0	0	0
Cabinet Support Members			4,257	4,428.98	4,428.98

Chair of Licensing Committee			6,243	6,495.22	6,459.22
Chair of Licensing Sub-Committee			0	0	0
Chair of Planning Committee			7,152	7,440.94	7,440.94
Chair of Scrutiny Committee			3,746	3,897.34	3,897.34
Independent Laypersons – Scrutiny (Audit and Value for Money Council Services) Committee			224	233.05	233.05
Chair of Standards Committee			1,497	1,557.48	1,557.48
Ordinary non-ESBC members of Standards Committee			224	233.05	233.05

- 1.1 The Basic Allowance is intended to include broadband and telephone expenses, as well as printing costs of Council-related papers.
- 1.2 The Special Responsibility Allowance payable to the Leader of the Minority Opposition Group is only payable when such a group reaches at least 10% of the full Council membership (i.e. at least 4 members).
- 1.3 Payments will be withheld when a Councillor ceases to be a member of the Council or is in any way not entitled to receive allowances.

## 2 ATTENDANCE AT MEETINGS

- 2.1 Where a Councillor fails to attend at least 75% of the meetings which they are due to attend (subject to normal exceptions that apply to Officers not being at work, such as ill health and family bereavement, etc) the 12<sup>th</sup> monthly instalment of any Basic Allowance or Special Responsibility Allowance will not be paid.
- 2.2 Where a Councillor fails to attend at least 50% of their scheduled meetings by the end of the 10<sup>th</sup> month of the municipal year, the 11<sup>th</sup> and 12<sup>th</sup> instalment of their Basic Allowance and any Special Responsibility Allowance payable will not be paid (subject to normal exceptions that apply to Officers not being at work, such as ill health and family bereavement, etc).
- 2.3 The following meetings count towards this attendance monitoring:
- Full Council;
  - Cabinet;
  - Any Committee or Sub-Committee meetings of the Council to which a Councillor is appointed;
  - Informal meetings of the Cabinet (i.e. Leader/Cabinet Member Meetings);
  - All Member Briefings.
- 2.4 To qualify as an attendance at a meeting, a Councillor shall attend all of that meeting until the end of the meeting (i.e. up to 3 hours from the beginning of the meeting, or longer if Standing Orders are suspended).
- 2.5 Where a Member on the Planning Committee does not attend the preceding site visits, but does attend the subsequent Planning Committee meeting, then no attendance will be recorded for the subsequent meeting; but where a Member attends both the site visits in the morning and the Planning Committee meeting in the afternoon, then they will have been deemed as attending two meetings and their attendance will be recorded accordingly.

## 3 TRAVEL EXPENSES

- 3.1 Travel expenses are only paid to Councillors in connection with their official approved duties. Councillors are reminded that the Council has committed to reduce unnecessary travel, to promote sustainable transport modes and to tackle climate change.

3.2 When travelling outside the Borough, Councillors are expected to take the most cost-effective means of travel that is appropriate.

3.3 The costs of allowable travel by the Councillor's private motor vehicle or bicycle will be payable at HMRC mileage rates. The current rates are set out below:

<b>Vehicle Type</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
Cars and vans	45p	25p
Motor Cycles	24p	24p
Bicycles	20p	20p
Passenger Supplement Rate	5p per passenger	5p per passenger

3.4 The actual cost of allowable travel will only be reimbursed upon production of receipts.

## 4 SUBSISTENCE & ACCOMMODATION EXPENSES

4.1 Subsistence expenses are not paid when Councillors are undertaking official approved duties within the Borough. This does not preclude the Council providing light meals and refreshments when meetings are unduly long or at other times deemed appropriate.

4.2 Subsistence expenses are only paid to Councillors when they are undertaking official approved duties outside the Borough and the duties involve more than 4 hours spent away from the Councillor's normal place of residence. The actual cost of allowable subsistence expenses will only be reimbursed upon production of receipts.

4.3 Councillors are encouraged to arrange for Democratic Services to book accommodation on their behalf. They may be able to secure better rates and are not bound by the maximum rates set out below.

4.4 The maximum rates payable for subsistence expenses are as follows.

4.4.1 Meals:

<b>Meal</b>	<b>Time</b>	<b>£</b>
Breakfast	Before 11.00am	8.16
Lunch	Between 12 noon and 2.00pm	11.21
Tea	Between 3.00pm and 6.00pm	4.50
Evening Meal	After 7.00pm	13.87

## 4.4.2 Overnight Accommodation:

<b>Location</b>	<b>£</b>
In London or at an approved conference	113.65
Elsewhere	99.65

## 5 DEPENDANTS' CARERS EXPENSES

- 5.1 Councillors shall be entitled to be reimbursed the actual cost of providing care to their dependants when such costs are necessarily incurred due to the Councillor undertaking official approved duties. Allowable expenses under this heading will only be reimbursed upon production of relevant receipts.
- 5.2 Where the Dependant Carers expense is claimed, the carer cannot be a member of the claimant's family.
- 5.3 The maximum hourly rates payable under this heading are as follows:
- 5.3.1 for claims for care for elderly &/or disabled dependants, the applicable National Living Wage for the aged of the carer who provides the care; and
- 5.3.2 for claims for care for other children, the applicable National Living Wage for the age of the carer who provides the care.

## 6 INDEXATION

- 6.1 The allowances and expenses payable under this scheme shall be updated each year as follows:

<b>Allowance / Expense</b>	<b>Indexation</b>
Basic & Special Responsibility Allowances	Indexed to the annual percentage salary increase for local government staff (at spinal column 43) from 1/4/19 for the following 4 years.
Travel Expenses	Mileage rates shall be indexed in line with the HMRC rates from time to time.  Other travel: actual costs subject to the most cost effective provisions.
Subsistence & Accommodation Expenses	Meals: indexed in line with the maximum rates payable to Officers of the Council  Accommodation: indexed in line with changes to the Retail Prices Index
Dependants' Carers Expenses	The applicable minimum National Living Wage for age of carer.

## 7 MAKING CLAIMS FOR EXPENSES

- 7.1 All claims for expenses must be made as soon as possible and in any case within 3 months of the expense being incurred unless otherwise agreed in exceptional circumstances by the Chief Finance Officer.



## 8 PUBLICITY

- 8.1 The Council shall publish an annual statement of the remuneration and expenses received by Councillors in a local newspaper circulating in the area. Such notice shall also include a statement of Councillors' attendance at meetings. This notice will also be published on the Council's website.