

MEMBERS' ALLOWANCES SCHEME 2024/2025

Note: Where the term 'Member' is used it will apply to Councillors and the City Mayor

Council, at its meeting on 21 March 2024, agreed a Members' Allowances Scheme, applicable for the 2024/2025 Municipal year and agreed a scheme of indexation through to the end of the Municipal year 2027/28.

The Scheme below operates from 1 April 2024.

Members should be aware that allowances payable in return for acting as a Member are regarded as the same as salary or wages for the purposes of Income Tax and National Insurance Contributions (NIC), i.e. income tax and NIC will usually be deductible from such allowances.

1. ALLOWANCES PAID AUTOMATICALLY

(All amounts stated are gross)

(a) Basic Allowance

£12,900 per annum for each Member.

(b) Special Responsibility Allowances

Members will only be able to receive 1 SRA (including Civic Allowances).

City Mayor	£66,938
Deputy City Mayor	£45,212 *
Assistant City Mayors <i>* The City Mayor may choose to vary from the specified SRAs for the Deputy and Assistant City Mayors provided any variance does not result in the combined total allowances for these roles exceeding the total allocated budget for Executive SRA's</i>	£18,860*
Chair, Overview Select Committee	£10,666
Vice Chair, Overview Select Committee	£2,666
Chair, Children Young People and Education Scrutiny Commission	£8,889
Vice Chair, Children Young People and Education Scrutiny Commission	£2,222
Chair, Public Health and Integration of Health Services Scrutiny Commission	£8,889
Vice-Chair, Public Health and Integration of Health Services Scrutiny Commission	£2,222

Chair, Culture and Neighbourhood Services Scrutiny Commission	£8,889
Vice Chair, Culture and Neighbourhood Services Scrutiny Commission	£2,222
Chair, Adult Social Care Scrutiny Commission	£8,889
Vice Chair, Adult Social Care Scrutiny Commission	£2,222
Chair, Economic Development, Transport and Climate Emergency Scrutiny Commission	£8,889
Vice Chair, Economic Development, Transport and Climate Emergency Scrutiny Commission	£2,222
Chair, Housing Scrutiny Commission	£8,889
Vice Chair, Housing Scrutiny Commission	£2,222
Chair, Planning and Development Control	£10,666
Vice Chair, Planning and Development Control	£2,666
Chair, Licensing and Public Safety Committee	£10,666
Vice Chairs, Licensing and Public Safety Committee (two)	£2,666
Chair, Audit and Risk Committee	£6,518
Minority Group Leader	£1,206 per annum plus an additional £302 per Member
Majority Group Whip	£6,038
Largest Minority Group Whip	£2,851

(c) Civic Allowances

Lord Mayor	£12,441
Deputy Lord Mayor	£3,103
High Bailiff	£1,970

(d) Independent Persons, Independent Members and Co-optees

The Council is required to appoint Independent Persons and Independent Members to support the Standards process. There is also a statutory requirement for Co-optees to input into the Council's activities from an education perspective. These positions will receive an allowance as follows:-

Co-opted Members of Committees / Commissions	£564
Independent Members, Standards Committee	£564
Independent Persons, Standards Committee Note: The rate for the role of Independent Person is not considered by the Independent Remuneration Panel as it comes under separate legislation but is included here for completeness.	£2,284 plus travel expenses

2. ALLOWANCES TO BE CLAIMED FOR

Travel and Subsistence - Outside the City

Outside the City of Leicester Members are entitled to claim travel and subsistence in accordance with the details attached at Schedule 1 whilst undertaking Approved Council Duties.

Dependant Carers' Allowance

Allowances can be claimed towards childcare or dependent care costs incurred by a Member on the basis set out in Article 7 of the Local Authorities (Members Allowances) (England) Regulations 2003 up to a limit of 25 hours per Member per week subject to the provisions attached at Schedule 2.

3. IT EQUIPMENT AND MOBILE TELEPHONES

Members will be offered standard specification equipment as defined in the list prepared by the City Information Officer and the City Barrister and Head of Standards.

4. PAYMENT ARRANGEMENTS

- i. All automatically paid allowances (as outlined in the first section) will be paid in twelve equal monthly instalments via the Payroll system.

- ii. Entitlement will commence from midday on the fourth day after the date of the election or the date of making the Declaration of Acceptance of Office, whichever is later. Where not returned entitlement for the former Member will cease at midday on the fourth day after the election.

Entitlement to allowances will be calculated on a pro rata basis avoiding any overlap of the same allowance.

- iii. Payment of travel and subsistence for expenditure outside the City will be made in arrears on the basis of a claim form being submitted and signed by Members within three months of the event claimed for taking place.
- iv. Payment of Dependent Carer's Allowances will be made in arrears on the basis of a claim form being submitted and signed by Members within three months of the event claimed for taking place.
- v. Allowance claims over three months old will only be paid in **exceptional circumstances** such as long-term illness. Such payments will be made in consultation with the relevant Group Whip (if a member of a constituted Group).
- vi. Where any overpayments occur, the Member will be notified and the amount will be recovered from the next monthly payment (unless instalments are requested by the Member for accounts over £50).
- vii. A Member may decide not to claim any element of automatic allowances (in full or in part) and must notify the City Barrister and Head of Standards in writing of their intention.

Travel and Subsistence - Outside the City

Approved Duties include:-

- i. Attendance at meetings of Outside Bodies as approved by the Executive/Council or the Group Whips.
- ii. Training courses, conferences and seminars in the furtherance of the Member's performance of their duties as a Member.
- iii. Other activities which, in the view of the City Barrister and Head of Standards are in the interests of the Council.
- iv. For all claims for travel expenses, tickets, receipts or equivalent travel documents must be provided. The claim must include the reason for the journey.

i) Travel

Public Transport	Paid at the amount of an ordinary fare or any available cheap fares (tickets/receipts required).	
Taxi	Where no public transport is reasonably available, the amount of the fare plus any reasonable gratuity paid (receipt required). In other cases, the amount of the fare for travel by appropriate transport will be paid. Taxis should only be used in exceptional circumstances. Significant taxi expenditure should be approved in advance by the Group Whip.	
Private Transport	Rates payable at the level of the Approved Mileage Allowance Payments (AMAPs) laid down by the Inland Revenue as a tax free "approved amount" and shall be amended in line with any changes made to these amounts as and when they occur.	
	<i>NB. where a Member is using an electric or hybrid vehicle on an approved duty outwith the City that they are able to claim mileage at AMAP rates, which is currently 45p per mile for the first 10,000 miles and 25p per mile thereafter</i>	
	Car or Van*	45p per mile for the first 10,000 miles, 25p per mile thereafter
	Motor Cycle*	24p per mile (all miles)
	Pedal Cycle	20p per mile (all miles)

	An additional 5p per mile will be paid when one or more passengers travel to an approved duty in the same car. The cost of parking fees (including overnight garaging), tolls and ferries can also be claimed.
	*A valid VAT receipt for fuel is required for any car/van or motorcycle mileage claims.
Hired Motor Vehicle (car/light van)	The same rates as if the vehicle were privately owned (where approved by the City Barrister and Head of Standards the rate may be increased to an amount not exceeding the cost of hiring)
	If the Council hires the vehicle the tax-free rates are limited to the fuel element as detailed in HMRC guidance.
Travel by Air	Payable provided that the City Barrister and Head of Standards agrees that the time saved justifies the fare. The rate of payment will not exceed the ordinary or any cheap fare available, or where no such service is available or in case of an emergency, the fare actually paid by the Member. This must be receipted to be tax-free.

ii) Subsistence Allowance (outside of Leicester)

- The allowance will not apply to a meal which is already provided at no charge or included in a conference/course fee.
- Receipts must be provided (where available a VAT receipt) for audit and reclaim purposes as a condition of the allowance.
- The actual money spent on the meal can be reclaimed up to a maximum allowance (see table below) on production of a receipt.

Meal	Qualifying duty period (inclusive of travelling time)	Rate
Breakfast	3 hours before 11.00 am	£8.00
Lunch	1 hour between 12 noon and 2.00 pm	£10.92
Tea	3 hours including 3.00 pm to 6.00 pm	£4.78
Dinner	3 hours ending after 7.00 pm	£18.72

Tea and dinner allowances will not be paid in respect of the same evening's duties. No claims should be made for alcohol.

iii) Overnight Accommodation and Out of Pocket Expenses

The following rates will apply for overnight absence (room only).

Provincial rate – not to exceed £86

London rate – not to exceed £146

Accommodation should be booked through Member and Civic Support Team.

Out of pocket expenses

Maximum amount per night £4.81

Maximum amount per week £19.15

This amount is intended to cover out of pocket expenses whilst representing the Council.

These are only tax free when the Member is required to stay away overnight on Council business.

Dependant Carers' Allowance

- Allowances for childcare and dependent care are paid as a contribution to costs, rather than a full reimbursement;
- Allowances paid towards childcare or dependent care costs incurred by an elected Member are subject to Income Tax and NIC even if the costs are unavoidably incurred as a result of carrying out Council duties;
- The maximum hourly rate reimbursed for the independent care of a child under the age of 14 shall be equal to the Real Living Wages, which is currently £12 per hour;
- The maximum hourly rate reimbursed for the professional care of a dependant relative shall be equal to the Council's own hourly rate for a Home Care Assistant;
- Members can claim up to 1 hour before the start and for 1 hour after the end of an approved duty;
- Members can claim up to 25 hours per week for dependent care, regardless of the number of dependents a Member may have;
- Members must certify that the costs have been actually and necessarily incurred and the allowance shall be paid as a reimbursement of incurred expenditure against receipts;
- The allowance shall not be payable to a member of the claimant's own household, and
- Any dispute regarding entitlement or any allegation of abuse should be referred to the Council's Standards Committee for adjudication.