

## **PART 6 – MEMBERS’ ALLOWANCES SCHEME**

### **ELECTED MEMBERS’ ALLOWANCE SCHEME 2014/2015**

Council, at its meeting on 18 September 2014, agreed a Members’ Allowances Scheme, applicable for the 2014/2015 Municipal Year taking into account the recommendations of the Independent Panel on Members’ Allowances.

The scheme is detailed below and operates from 24 May 2013.

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

#### **1. ALLOWANCES PAID AUTOMATICALLY**

(All amounts stated are gross)

##### ***(a) Basic Allowance***

£9,829 per annum for each Elected Member.

##### ***(b) Special Responsibility Allowances***

These allowances are banded into four categories, as grouped below. Only **one allowance** is payable within each category except:-

- (i) \* The City Mayor’s SRA and the Basic Allowances cover all aspects of work.
- (ii) \*\* The Deputy City Mayor’s SRA includes Executive Membership

<b>Executive</b>	
* City Mayor	£55,909.00
**Deputy Leader City Mayor	£39,474.50
Assistant Mayors (six)	£16,466.20
<b>Scrutiny</b>	
Chair, Overview Select Committee	£7,761
Vice Chair, Overview Select Committee	£3,880
Chair, Children Young People and Schools Scrutiny Commission	£7,761
Vice Chair, Children Young People and Schools Scrutiny Commission	£3,880
Chair, Health and Wellbeing Scrutiny Commission	£7,761
Vice-Chair, Health and Wellbeing Scrutiny Commission	£3,880

Chair, Neighbourhood Services and Community Involvement Scrutiny Commission	£7,761
Vice Chair, Neighbourhood Services and Community Involvement Scrutiny Commission	£3,880
Chair, Heritage, Culture, Leisure and Sport Scrutiny Commission	£7,761
Vice Chair, Heritage, Culture, Leisure and Sport Scrutiny Commission	£3,880
Chair, Adult Social Care Scrutiny Commission	£7,761
Vice Chair, Adult Social Care Scrutiny Commission	£3,880
Chair, Economic Development, Transport and Tourism Scrutiny Commission	£7,761
Vice Chair, Economic Development, Transport and Tourism Scrutiny Commission	£3,880
Chair, Housing Scrutiny Commission	£7,761
Vice Chair, Housing Scrutiny Commission	£3,880
<b>Regulatory</b>	
Chair, Planning and Development Control	£7,761
Vice Chair, Planning and Development Control	£3,880
Chair, Licensing & Public Safety Committee	£7,761
Vice Chairs, Licensing Committee (two)	£3,880
<b>Audit and Standards</b>	
Chair, Audit & Risk Committee	£5,691
Chair, Standards Committee	£2,768
<b>Political Appointments</b>	
Minority Group Leader	£1,035 per annum plus an additional £259 per member
Majority Group Whip	£7,761

### ***Civic Allowances***

These allowances are intended to meet the cost of purchasing a range of requisite clothing and meeting the cost of essential personal hospitality and other expenses associated with being Civic Office holders.

(It is recognised that some items of clothing, for example, equip the recipient over their potentially three years as an Office Holder.)

Lord Mayor	£16,039*
Deputy Lord Mayor	£4,915
High Bailiff	£1,720

\*£10,863 of the Lord Mayor's allowance will be provided via allowances, the other £5,176 will be administered by the Democratic & Civic Support Manager with any necessary in-year amendments.

**(d) 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 a Special Responsibility Allowance as follows:-

Independent Persons, Standards Committee	£2,000 plus travel expenses
Independent Members, Standards Committee	£492
Co-opted Members of Committees	£492

**(e) Travel and Subsistence – Inside the City**

£100.39 per month (£1,205 per annum) is payable to each Elected Member. This is intended to cover all travel (including taxis) and subsistence costs for all activities within the City boundary.

**2. ALLOWANCES TO BE CLAIMED FOR**

**(a) Travel and Subsistence - Outside the City**

Outside the City of Leicester Members are entitled to claim travel and subsistence in accordance with the details listed below whilst undertaking Approved Council Duties.

Such 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 Councillor's performance of their duties as a Councillor

- iii. Other activities which, in the view of the Director – Delivery, Communications and Political Governance 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.	
	Car or Van*	45p per mile for the first 10,000 miles, 25p per mile after that
	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 Council 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 Council 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.
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## 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.

<b>Meal</b>	<b>Qualifying duty period (inclusive of travelling time)</b>	<b>Rate</b>
Breakfast	3 hours before 11.00 am	£8.00
Lunch	3 hours 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 (e.g. newspapers, telephone calls home, light snacks etc.).

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

## (b) **Childcare and Dependant Carers' Allowance**

Allowances for childcare and dependant care are paid as a contribution to costs, rather than a full reimbursement. Allowances paid towards childcare or dependant

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 only exception is the £55 per week voucher scheme outlined below. Allowances can be claimed on the basis set out in Article 7 of the Local Authorities (Members Allowances) (England) Regulations 2003, subject to the following:-

- The maximum hourly rate reimbursed for the independent care of a child under the age of 14 shall be equal to the minimum wage applicable to the age of the carer;
- The maximum hourly rate reimbursed for the professional care of a dependent relative shall be equal to the Council's own hourly rate for a Home Care Assistant;
- There shall be an upper limit of 10 hours carers allowance claimable per Member per week;
- 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.

Members using registered childcare provision may, if they so choose, receive tax free, up to £55 per week of their contribution to childcare by way of vouchers, which will be reimbursed by the Council direct to the childcare provider

A list of authorised meetings is in Appendix 1.

### **3. MEMBERS' SUPPORT PACKAGE**

The main purpose of the Members' Support Package is to increase flexibility for Members and support their work as an Elected Member in a manner which is most appropriate to their personal methods of working and needs.

**£ 1,606** (maximum) to be available for the first full year to each elected Councillor following an election.

**£ 801** per annum ongoing thereafter for the second to fourth year of a Councillor's term of office.

In the event of a By-Election, the provision will be calculated as follows:-

**£ 801** (maximum) set up costs for newly elected Councillor.

**£ 801** pro-rata to period of Municipal Year elected as a Councillor.

**£ 801** per annum ongoing thereafter for the remainder of the term of office.

**The Support Package will cover the follow items:-**

- (a) Provision of items for home use, eg.. furniture (such as desk/filing cabinet).
- (b) Maintenance/repair associated with any of the above items.

- (c) Phone Costs – All claims for telephone expenses must be supported by an itemised bill clearly identifying the rental/calls that make up the amount claimed.

Private Landline

Annual amount for equipment and line rental plus annual call allowance (as determined by the Director – Delivery, Communications and Political Governance in consultation with the Group Whip – if a member of a constituted Group).

**And/or**

Mobile Phone

- (i) City Council provided Mobile Phone - Line rental and cost of Council-related call charges

**Or**

- (ii) Private Mobile Phone - Total monthly cost (as determined by the Director – Delivery, Communications and Political Governance in consultation with the Group Whip – if a member of a constituted Group) to cover both line/handset rental and Council-related call charges.

- (d) Broadband line rental up to a maximum of £26 per month. The first £15 will be met by ICT services and the rest through the Member's Support Package.
- (e) ICT equipment and software over and above the standard configuration available to Members.
- (f) Other miscellaneous items which can be demonstrated to assist the Councillor in their role as an Elected Member, subject to prior agreement of the Director – Delivery, Communications and Political Governance
- (g) Purchase of bicycles to use on council business.
- (h) Environmentally friendly items in support of those items included on the approved list.

**The Support Package will not cover the following items:-**

- i. Travel and Subsistence within the City covered by £1,205 adjunct to Basic Allowance.
- ii. Surgery costs (rental of surgery room and associated publicity material).
- iii. Personal calls made on Council provided mobiles. These will be deducted from monthly allowances, following identification of such calls by the Member concerned.
- iv. Computer equipment which does not meet the Council's approved specification.
- v. Facilities located centrally in the Members' Area at City Hall i.e. copier, etc.
- vi. Consumables provided centrally from within Member and Civic Support Team e.g. paper, envelopes.

- vii. Adaptations required within the provisions of the Disability Discrimination Act to enable a Member to fulfil their duties. These will be funded from sources other than the individual Member's Support Package allocation.

#### **Notes Relating to the Support Package:**

- i. All items **must** be supplied through City Council approved procurement processes arranged through Member and Civic Support Team.
- ii. All items supplied through the Support Package are for the sole use of the Councillor for council- related business and are non transferrable. They remain the property of Leicester City Council and all items must be returned within one calendar month when the Councillor ceases to be a Councillor.
- iii. Once a Councillor ceases to be a Councillor, all phone calls made on council- owned phone equipment are the personal responsibility of that ex-Councillor and will be billed accordingly.
- iv. All items supplied through this process must facilitate Members in their role as an Elected Member. Legislation prohibits its use for party political purposes.
- v. Members should note that the purchase of certain items through this fund, such as clothing, would be taxable. Further advice on specific items can be obtained via Member and Civic Support Team.

#### **Administration of Support Package.**

- i. Each Member will have a first year Support Package allocation of £1,606 in the year following an election and thereafter each Member will have £ 801 'Support Package Account' at the beginning of each financial year. These will be administered by Member and Civic Support Team. The 'account' will be debited as each item is paid for (directly by the City Council). Members will be issued with a statement of account.
- ii. All items supplied will be in liaison with Member and Civic Support Team (see note above regarding procurement to make maximum use of the Council's purchasing power). Items will be net of VAT as long as the Council purchases the items or VAT receipts are submitted.
- iii. The relevant Group Whip (if a Member of a constituted Group) will monitor the Support Package accounts on a regular basis.
- iv. Capital costs may be spread over the term of the Council, with underspends and overspends carried forward year to year.

#### **Personal Computers and Printers**

Standard specification ICT equipment with relevant software and printers may be supplied to all Members through Member and Civic Support Team. ICT equipment/software, etc. over and above the standard specification supplied through



the Council must be procured through ICT Services and must be in accordance with the provisions contained in the Members' ICT User's Agreement.

#### **4. MISCONDUCT/WITHHOLDING OF ALLOWANCES**

In the event of a Member suspension/partial suspension, the Member's allowances will be withheld in full or in part in accordance with the duration of the suspension.

#### **5. PAYMENT ARRANGEMENTS**

- i. All automatically paid allowances (as outlined in the first section) will be paid in twelve equal monthly instalments via Payroll system
- ii. Where a Member becomes or ceases to be entitled to allowances within a calendar month, entitlement will be calculated on a pro rata basis. Entitlement will commence three days after Election or agreement.
- 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 event taking place. (The payment of claims made outside this period will be reviewed in accordance with the provisions of the Scheme).
- iv. Payment of Childcare and 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 an automatic allowance (in full or in part) of their Allowance and must notify the Director – Delivery, Communications and Political Governance in writing of their intention.

## **Appendix 1**

### **Authorised meetings for which Childcare and Dependant's Allowances can be claimed**

- a) Meetings of the City Council including Executive, Scrutiny, Regulatory Committees, Area Committees (and any subsequent related arrangements) and Full Council, and any sub-committees relating to these.
- b) Meetings of relevant bodies where the Member is appointed by or on behalf of the Council, e.g. outside bodies appointed through Whips' Meetings, school governors where the Member is appointed as the LEA governor in their capacity as a councillor (not when attending as a parent governor)
- c) Working Parties or Panels of Members properly convened by the Director – Delivery, Communications and Political Governance as a result of a decision of the relevant body of the Council
- d) Formal briefing meetings or conferences of members convened by the Director – Delivery, Communications and Political Governance in relation to the proceedings of meetings or functions of a relevant body of the Council in accordance with arrangements approved by that body, e.g. Scrutiny Task Group Meetings.
- e) Meetings for the appointments of senior officers.
- f) Joint meetings with other authorities, provided that members from at least two political groups have been invited.
- g) Meetings of any group of authorities of which the City Council is a member.
- h) Performing a duty under Section 135 of the Local Government Act 1972 which requires members to be present while tender documents are opened
- i) Inspections and tours of City Council and other establishments and venues, approved in advance by or on behalf of the relevant body of the Council.
- (j) Official deputations to or meetings with government departments, statutory authorities or other local authorities.
- (k) Attendance by Members appointed for that purpose, at a meeting properly convened on behalf of a public authority or government department to discuss issues relating to the work of the City Council
- (l) Meetings convened by the Director – Delivery, Communications and Political Governance between group whips or their nominees
- (m) Attendance by members at meetings of City Council bodies, or site visits when requested specifically by the body concerned

- (n) General information visits or tours having been previously approved by or on behalf of the relevant body
- (o) Attendance at conferences where these are relevant to the Member's duties
- (p) Attendance at other meetings or other duties approved by the authority for the purpose or in connection with the discharge of the functions of the authority or any of its committees or sub-committees ) This includes briefing meetings, Joint Action Groups, Tenants' Association meetings etc.
- (q) Performing a duty in connection with arrangements made the Council the attendance of pupils at any school approved for the purposed of section 342 of the Education Act 1996 (approval on non-maintained special schools).

## Annex 2 – Summary of Allowances 2014/2015

Members may choose not to claim any element of their Allowances.

	2014/15
Basic Allowance	£9,829
Travel & Subsistence	£1,205
<b>Executive</b>	
City Mayor	£55,909
Deputy Leader City Mayor	£39,474.50
Assistant Mayors	£16,466.20
<b>Scrutiny</b>	
Chair, Overview Select Committee	£7,761
Vice Chair, Overview Select Committee	£3,880
Chair, Children Young People and Schools Scrutiny Commission	£7,761
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Vice Chair, Economic Development, Transport and Tourism Scrutiny Commission	£3,880
Chair, Housing Scrutiny Commission	£7,761
Vice Chair, Housing Scrutiny Commission	£3,880
<b>Regulatory Committees</b>	
Chair, Planning and Development Control	£7,761
Vice Chair, Planning and Development Control	£3,880
Chair, Licensing	£7,761
Vice Chairs, Licensing	£3,880
<b>Audit and Standards</b>	
Chair, Audit and Risk Committee	£5,691
Chair, Standards Committee	£2,768
<b>Political Appointments</b>	
Majority Group Whip	£7,761

Minority Group Leader	£1,035 plus additional £259 per member
<b>Civic Allowances</b>	
Lord Mayor	£16,039*
*Amount to be administered by Democratic and Civic Support Manager remainder provided via allowances	£5,176
Deputy Lord Mayor	£4,915
High Bailiff	£1,720
<b>Independent Members and Co-optees</b>	
Independent Persons, Standards Committee	£2,000 plus travel expenses
Independent Members, Standards Committee	£492
Co-opted Members of Committees	£492
<b>Support Package</b>	
Available for the first full year to each elected Councillor following an election (maximum).	£1,606
On-going thereafter per annum for the second to fourth year of a Councillor's term of office.	£801