

## **MEMBERS' ALLOWANCES SCHEME**

### **ELECTED MEMBERS' ALLOWANCE SCHEME 2015/2016**

Council, at its meeting on x, agreed a Members' Allowances Scheme, applicable for the 2015/2016 Municipal year taking into account the recommendations of the Independent Panel on Members' Allowances and agreeing a scheme of indexation through to the end of the Municipal year 2019/2020.

The scheme is detailed below and operates from x.

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**

£10,146 per annum for each Elected Member.

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

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

|   |   |
|---|---|
| City Mayor  | £57,710   |
| Deputy Leader City Mayor  | £40,747   |
| Assistant City Mayors<br>NB. The City Mayor will allocate Assistant City Mayors to relevant Band according to responsibility and workloads assigned - to be indicated on appointment. | Payable at<br>Rate i £16,997 or<br>Rate ii £13,597 or<br>Rate iii £10,198 |
| Chair, Overview Select Committee  | £9,613  |
| Vice Chair, Overview Select Committee   | £2,403  |
| Chair, Children Young People and Schools Scrutiny Commission  | £8,011  |
| Vice Chair, Children Young People and Schools Scrutiny Commission   | £2,003  |
| Chair, Health and Wellbeing Scrutiny Commission   | £8,011  |
| Vice-Chair, Health and Wellbeing Scrutiny Commission  | £2,003  |
| Chair, Neighbourhood Services and Community Involvement Scrutiny Commission   | £8,011  |
| Vice Chair, Neighbourhood Services and Community Involvement Scrutiny Commission  | £2,003  |
| Chair, Heritage, Culture, Leisure and Sport Scrutiny Commission   | £8,011  |

|   |  |
|---|--|
| Vice Chair, Heritage, Culture, Leisure and Sport Scrutiny Commission        | £2,003   |
| Chair, Adult Social Care Scrutiny Commission                                | £8,011   |
| Vice Chair, Adult Social Care Scrutiny Commission                           | £2,003   |
| Chair, Economic Development, Transport and Tourism Scrutiny Commission      | £8,011   |
| Vice Chair, Economic Development, Transport and Tourism Scrutiny Commission | £2,003   |
| Chair, Housing Scrutiny Commission  | £8,011   |
| Vice Chair, Housing Scrutiny Commission                                     | £2,003   |
|   |  |
| Chair, Planning and Development Control                                     | £8,011   |
| Vice Chair, Planning and Development Control                                | £2,003   |
| Chair, Licensing & Public Safety Committee                                  | £8,011   |
| Vice Chairs, Licensing & Public Safety Committee (two)                      | £2,003   |
|   |  |
| Chair, Audit & Risk Committee   | £5,874   |
| Chair, Standards Committee  | £2,857   |
|   |  |
| Minority Group Leader   | £1,068 per annum plus an additional £267 per member. |
| Majority Group Whip   | £8,011   |

### ***Civic Allowances***

|                   |          |
|-------------------|----------|
| Lord Mayor        | £16,556* |
| Deputy Lord Mayor | £5,073   |
| High Bailiff      | £1,775   |

\*£11,213 of the Lord Mayor's allowance will be provided via allowances, the other £5,343 will be administered by the Democratic & Member Support Manager.

### **(d) *Independent Persons Independent Members 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:-

|  |                             |
|--|-----------------------------|
| Independent Persons, Standards Committee*<br>*The rate for Independent Persons is not considered by the Independent Remuneration Panel as it comes under separate legislation but is included here for completeness. | £2,000 plus travel expenses |
| Independent Members, Standards Committee   | £508                        |
| Co-opted Members of Committees / Commissions   | £508                        |

***(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.

***(f) Telecommunications & Support Package***

Paid to all Members at £25 per month (£300 per annum) as a contribution to council related costs for use of:

- telecommunications at a Member's home including any private mobile phone costs and;
- miscellaneous items which the Member feels necessary to support their role as an Elected Member.

**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 an Elected Member on the basis set out in Article 7 of the Local Authorities (Members Allowances) (England) Regulations 2003 up to a limit of 20 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 Director of Delivery, Communications and Political Governance.

#### 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 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 Director Delivery, Communications and Political Governance 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 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 Director of Delivery, Communications and Political Governance 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 Director of Delivery, Communications and Political Governance 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     | 2 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.

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 only exception is the £55 per week voucher scheme outlined below;
- 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;
- 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.