

BROMSGROVE DISTRICT COUNCIL

SCHEME OF MEMBERS' ALLOWANCES 2010/11

The Council's Scheme of Members' Allowances was reviewed at the meeting of the Council held on 20th January 2010 following recommendations made by the Independent Remuneration Panel. It is the Council's intention that the Scheme should be reviewed annually.

The amended scheme for the financial year 2010/11 includes the following:-

Basic Allowance and Special Responsibility Allowance

- (a) A Basic Allowance payable to all Members of the Council of £3,676, which includes a payment for communications costs.
- (b) Special Responsibility Allowances to be paid to the holders of the following Offices, in addition to the Basic Allowance referred to above:

Position	Band	Multiplier of Basic Allowance	Special Responsibility Allowance
Chairman of Licensing Sub-Committee	1	0.03	£107 per meeting
Chairman of Standards Sub-Committee (<i>to be paid as a co-optee's allowance to independent persons excluding the Chairman of the parent Committee</i>)	1	0.03	£107 per meeting
Chairman of Appeals Committee	1	0.03	£107 per meeting
Chairman of Electoral Matters Committee	1	0.03	£107 per meeting
Chairman of Appointments Committee	1	0.03	£107 per meeting
Members of Overview and Scrutiny Task Groups	1	0.03	£107 (payable on completion of task)
Chairman of Licensing Committee	2	0.06	£213 per meeting
Chairmen of Overview and Scrutiny Task Groups	2	0.06	£213 (payable on completion of task)

Chairman of Audit Board	3	0.29	£1,066
Chairman of Standards Committee <i>(to be paid as a co-optee's allowance to independent person)</i>	4	0.50	£1,848
Deputy Leader <i>(plus SRA as a Portfolio Holder)</i>	5	0.70	£2,573
Chairman of Performance Management Board	6	0.87	£3,197
Chairman of Scrutiny Board	6	0.87	£3,197
Chairman of Overview Board	6	0.87	£3,197
Chairman of Joint Overview and Scrutiny Board	7	0.44	£1,599
Chairman of Planning Committee	8	1.00	£3,676
Portfolio Holder	9	1.30	£4,796
Leader of the Council	10	3.00	£10,927

There is no limit on the number of Special Responsibility Allowances payable to any one Member.

Special Responsibility Allowance is payable to a Vice-Chairman for chairing a committee meeting in the absence of the Chairman and he/she shall be paid in arrears at the end of the financial year, proportionate to the number of meetings of the committee held in the year. Where a Vice-Chairman is paid a proportion of the Chairman's allowance under this provision, the allowance payable to the Chairman is unchanged.

A person who is not an elected Member of the Council, but who holds the position of Chairman of the Standards Committee or Chairman of a Standards Sub-Committee is entitled to receive a co-optee's allowance equivalent to the Special Responsibility Allowance payable for that position.

Childcare and Dependant Care Allowances

Childcare and dependant care allowances to cover reasonable and legitimate costs incurred at and during the Municipal Year.

Pensions

All Members of the Council are entitled to pensions in accordance with a scheme made under Section 7 of the Superannuation Act 1972, and both Basic Allowance and Special Responsibility Allowance are treated as amounts in respect of which pensions are payable in accordance with such a scheme.

Travelling and Subsistence Allowances

- (a) Travelling and subsistence allowances are payable for attendance at Approved Duties, **as defined in Appendix 1**.
- (b) Travelling expenses are paid in accordance with the approved HM Revenue and Customs mileage allowance rate which is currently 40p per mile, irrespective of vehicle engine capacity, subject to the production of valid VAT receipts for fuel purchased.
- (c) As an alternative, a cycling allowance may be paid at the same mileage rate as for vehicles.
- (d) Subsistence allowances are paid for duties over 4 hours where no refreshments have been provided. Members are reimbursed for actual expenses incurred up to the following maximum amounts, subject to the production of receipts:-

Breakfast	£ 8.00
Lunch	£ 12.00
Evening Meal	£ 25.00
Overnight Stay (accommodation only)	
London and annual conferences	£150.00
Other	£100.00

In very exceptional circumstances, these maximum amounts may be exceeded, subject to prior approval being obtained from the Head of Financial Services in each case and the action being reported to the Scrutiny Board.

Claims for Allowances

Members should submit claims for allowances within five working days following the end of the month to which the claim relates.

Forgoing an Allowance

Any Member may elect to forgo their entitlement to all or part of their allowances if they so wish. If a Member has made this decision, he/she can change his/her mind, but not retrospectively.

Suspension

Where a person is suspended or partially suspended from their responsibilities or duties as a Member of the authority due to a breach of the Code of Conduct, the Basic Allowance payable in respect of the period for which they are suspended or partially suspended will be withheld, and any Special Responsibility or travelling and subsistence allowance payable to them in respect of the responsibilities or duties from which they have been suspended or partially suspended will also be withheld. The person will also be required to repay any allowances which they have already been paid in respect of any period during which they have:

- (a) Been suspended or partially suspended due to a breach of the Code of Conduct;
- (b) Ceased to be a Member of the Council; or
- (c) Been in any other way not entitled to receive the allowance in respect of that period.

APPROVED DUTIES

1. Attendance at meetings of the Council or any of its committees or sub-committees as a member of that body, observer, invited attendee or to address such a body
2. Attendance at meetings of the Executive Cabinet or any of its committees or sub-committees as a member of that body, observer, invited attendee or to address such a body
3. Meetings of Working Groups or Panels established by the authority, any of its committees or sub-committees or by the Leader of the Council provided that members of at least two political groups have been invited to attend
4. Any duty undertaken by the Chairman or Vice-Chairman of the Council in that role or by the Leader of the Council in that role
5. Attendance by Portfolio Holders, Committee Chairmen and Vice-Chairmen at preparation or briefing meetings for formally convened meetings of the Council
6. Attendance at meetings, site visits or events in the role of Shadow Portfolio Holder
7. Meetings of area or neighbourhood committees or forums
8. Other Bodies to which the authority makes appointments or nominations, or any committee or sub-committee of such a body
9. Meetings of any association of authorities of which the Council is a member
10. Site visits, provided these are in connection with the discharge of the functions of the authority or any of its committees or sub-committees
11. Joint meetings with other local authorities, conferences, seminars, presentations, training or induction sessions, provided these are in connection with the discharge of the functions of the authority or of any of its committees or sub-committees.
12. Focus Groups or other informal meetings held in relation to the recovery of the Council, external inspections or otherwise in connection with the functions of the Council or any of its committees or sub-committees, where the initiative for attendance is taken by or on behalf of a chief officer.
13. Any other special duties which the Council may wish to approve from time to time, provided these are in connection with the discharge of the functions of the authority or any of its committees or sub-committees

Note: Members may not claim allowances from more than one body in respect of any duty.