

BROMSGROVE DISTRICT COUNCIL

SCHEME OF MEMBERS' ALLOWANCES 2011/12

(AMENDED JUNE 2011)

The Council's Scheme of Members' Allowances was reviewed at the meeting of the Council held on 19th January 2011 following recommendations made by an Independent Remuneration Panel. Further changes to the Scheme were agreed at the meeting of the Council held on 22nd June 2011. It is the Council's intention that the Scheme should be reviewed annually.

The amended scheme for the financial year 2011/12 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 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) |
| 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 |

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| Leader of the largest opposition political party elected at the ballot box | 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 Licensing Committee | 9 | 1.30 | £4,796 |
| Chairman of Overview and Scrutiny Board | 9 | 1.30 | £4,796 |
| Chairman of Planning Committee | 9 | 1.30 | £4,796 |
| 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.

Where Special Responsibility Allowance is payable to a Chairman on an annual basis there are no formal arrangements for payment of Special Responsibility Allowance to a Vice-Chairman for chairing a committee meeting in the absence of the Chairman. Any such payments shall be determined on an informal basis. Where Special Responsibility Allowance is payable per meeting, this will be payable to the person chairing that meeting.

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 are payable to cover reasonable and legitimate costs incurred as a result of attendance at Approved Duties, **as defined in Appendix 1**. Evidence of costs incurred should be submitted with any claim.

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 45p per mile, irrespective of vehicle engine capacity, subject to the production of valid VAT receipts for fuel purchased.
- (c) Councillors may claim actual expenditure incurred on tolls or parking fees, in addition to travelling allowances. Proof of expenditure must be provided.
- (d) The rate for travel by Taxi Cab shall not exceed:
 - (i) In cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid, and
 - (ii) In any other case, the amount of the fare for travel by appropriate public transport.
- (e) Claims for travel by public transport must not exceed the ordinary standard class fare (or any available cheap fare as incurred).
- (f) If you are using your private vehicle for attendance at Council meetings, Committees, etc you should advise your insurance company and ensure that you have the necessary cover in place for such business journeys.
- (g) A cycling allowance may be paid at the same mileage rate as for vehicles.
- (h) 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 Overview and Scrutiny Board.

Claims for Allowances

Members should submit claims for allowances on a monthly basis within the deadlines specified.

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. Meetings of area or neighbourhood committees or forums
7. Other Bodies to which the authority makes appointments or nominations, or any committee or sub-committee of such a body
8. Meetings of any association of authorities of which the Council is a member
9. Site visits, provided these are in connection with the discharge of the functions of the authority or any of its committees or sub-committees
10. 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.
11. 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.
12. 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.