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West Devon
Borough
Council

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Dear Councillor

WEST DEVON COUNCIL - TUESDAY, 22ND NOVEMBER, 2022

I refer to the agenda for the above meeting and attach papers in connection with the following item(s).

Agenda No	Item
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9.	<u>Scheme of Members' Allowances: Review (Pages 1 - 32)</u>
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Yours sincerely

Darryl White
Democratic Services Manager

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Report to: **Council**

Date: **22 November 2022**

Title: **Scheme of Members' Allowances – Review**

Portfolio Area: **Leader – Cllr Neil Jory**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: **Immediately following this meeting and backdated to 1 May 2022**

Author: **Darryl White** Role: **Democratic Services Manager**

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RECOMMENDATION

That the Council RESOLVES that the recommendations of the Independent Panel on Members' Allowances (as presented at paragraph 3 below) be agreed and that the revised draft Scheme of Members Allowances (as shown at presented Appendix C) be adopted with immediate effect, with any consequent increases in Allowances being backdated to 1 May 2022.

1. Executive summary

1.1 The Council's Scheme of Members' Allowances has been automatically aligned to the Staff Pay Award for the maximum period permissible (five years) and this provision expired on 30 April 2022.

1.2 As a result, the Council is required to conduct a review into the contents of the Scheme and the Council's Independent Panel on Members' Allowances was convened on Tuesday, 15 November 2022 and proceeded to make a series of recommendations on a revised Scheme of Members' Allowances.

2. Background

2.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, it is a requirement that any changes to a Council's Scheme of Members' Allowances are considered initially

by an Independent Panel appointed for that purpose which in turn then makes recommendations to the Council;

- 2.2 Prior to the Panel meeting being held on 15 November 2022, all Members were given the opportunity to make representations on the current Scheme of Members' Allowances, with submissions subsequently being received from Cllrs Leech and Pearce;
- 2.3 The Council's Independent Remuneration Panel meeting on 15 November 2022 was attended by all four Panel Members:
- Bryony Houlden (South West Councils' Chief Executive) (Chairman);
 - Cllr Ursula Mann (Town/Parish Council Representative);
 - Karen Nolan (Community and Voluntary Sector Representative); and
 - Janna Sanders (Business/Commercial Sector Representative).

As a basis for its deliberations, the Panel considered a report that asked it to focus on the following specific questions:

- Should the Basic Allowance be increased?
 - Should the Basic Allowance be re-aligned to a prescribed index?
 - Should the current list of roles entitled to claim a Special Responsibility Allowance (SRA) be amended?
 - Should any of the multipliers applied to the SRAs be amended?
- 2.4 In addition, the Panel also considered the current Scheme of Members' Allowances (as set out at Appendix A); comparative benchmarking information (as detailed at Appendix B) and the submissions received from Cllrs Leech and Pearce and was supported at its meeting by the Democratic Services Manager and the Democratic Services Senior Case Manager.

3. Panel Recommendations

3.1 Basic Allowance

- 3.1.1 In discussion, the Panel acknowledged that, with the exception of East Devon District Council, the current Basic Allowance (£4,660 per annum) was the lowest in the county. The Panel recognised that the Basic Allowance for other Devon District Councils ranged from £4,360 (East Devon) to £6,425 (Exeter City), with the average of Devon Districts (excluding West Devon) was currently £5,499;
- 3.1.2 In other District Councils in the South West region (where the Panel had the information available), the Panel acknowledged that none of these local authorities had a lower Basic Allowance than West Devon and these ranged from £4,731 (Mendip) to £7,350 (Tewkesbury);

- 3.1.3 The Panel also noted that the Council had in effect penalised itself by historically not always accepting the Panel's recommended increase to the Basic Allowance;
- 3.1.4 The Panel was concerned that the Basic Allowance should not get even more out of kilter with other local authorities. The Panel was also concerned that the Basic Allowance should not be a disincentive in attracting a range of candidates representative of the community from standing for election, particularly when it appeared that workloads (and therefore demands on Members), had increased since the Covid Pandemic. Finally, the Panel was very mindful about the impact of the cost of living crisis which also affected Members. Whilst not the responsibility of the Panel to consider budgetary issues when making its recommendations, it was also aware of the impact on the Council of the cost of living crisis and austerity, which meant that the timing of the review and recommendations on increases would be particularly difficult for the Council;
- 3.1.5 Therefore, on balance, and recognising the need to both attract candidates to stand for election and for the Basic Allowance to not be too far out of kilter with other local authorities, the Panel is recommending an increase in the Basic Allowance. However, in recognising the financial challenges facing the Council, the Panel is recommending an increase they believe to be appropriate, which would move the Council closer to the average (but not above it), should be phased over a two year period. The Panel therefore **RECOMMENDED** that:
- 'The Basic Allowance be increased by 5% for both 2022/23 (from £4,660 to £4,893) and 2023/24 (from £4,893 to 5,138), with the Panel being reconvened during the early Autumn of 2023 to review the Scheme and specifically the merits of re-aligning the Basic Allowance to a Prescribed Index for the forthcoming years.'*

3.2 **Special Responsibility Allowances**

3.2.1 **Leader of Council**

From the benchmarking information, the Panel recognised that the current SRA for the Leader of Council was very low. The Panel proceeded to consider the current multiplier applied to the Leader of Council role (2 x the Basic Allowance) and discussed the merits of recommending that the multiplier be either increased to 2.5 x the Basic Allowance or 3 x the Basic Allowance in order to deliver a more appropriate SRA for the Leader role;

- 3.2.2 In recognition that the Panel is proposing that it should be reconvened for a more detailed review in the Autumn of 2023, it was **RECOMMENDED** that:

'For 2022/23, the SRA multiplier applied to the Leader of Council role should be increased from 2 x the Basic Allowance to 2.5 x the

Basic Allowance, with the Leader of Council being interviewed by the Panel at its next meeting in 2023 to enable for a further recommendation to be made as to whether or not the multiplier should be increased to 3 x the Basic Allowance.'

3.2.3 Hub Committee Members

The Panel recognised that its previous recommendation whereby the SRA multiplier applied to the Hub Committee Member role (1 x the Basic Allowance) had not been approved by the Borough Council and the decision had been taken to apply a multiplier of 0.9 x the Basic Allowance. In recognition of evidence presented to the Panel about the workload of a lead Hub Committee Member, the Panel **RECOMMENDED** that:

'The SRA multiplier applied to the Hub Committee Member role should be increased from 0.9 x the Basic Allowance to 1 x the Basic Allowance.'

3.2.4 Chairmen of the Overview & Scrutiny and Audit Committees

As with paragraph 3.2.3 above, the Panel noted that it had previously recommended that the SRA multiplier applied to the Overview & Scrutiny and Audit Committee Chairmen roles should be set at 1 x the Basic Allowance but that the Council had taken the decision to apply a multiplier of 0.9 x the Basic Allowance. In recognition of the workload of both Committees (coupled with the recent Council decision for the Audit Committee to take on the additional responsibility for Standards and Governance matters), the Panel again **RECOMMENDED** that:

'The SRA multiplier applied to the Overview and Scrutiny and Audit Committee Chairmen roles should be increased from 0.9 x the Basic Allowance to 1 x the Basic Allowance.'

3.2.5 Remaining Special Responsibility Allowance Roles and the Civic Allowance

The Panel was of the view that the status quo should be retained for the multipliers applied to the remaining SRA roles and the Civic Allowance.

3.2.6 Paragraph 7 – Withholding Allowances

The Panel noted that there was no longer the provision for Members to be suspended from their office due to a breach in the Members' Code of Conduct and therefore **RECOMMENDED** that:

'Paragraph 7 – Withholding Allowances' should be removed from the Scheme.'

3.2.7 Salary Sacrifice Schemes – Electric Cars and Electric Bikes

Whilst Members were unable to access Salary Sacrifice Schemes to be able to purchase an Electric Car and/or an Electric Bike, the Panel recognised that the Council had declared a Climate Change &

Biodiversity Emergency and the environmental benefits and therefore **RECOMMENDED** that:

'should the current rules be changed (or there be a solution found) the Panel expresses its in-principle support for officers to be given delegated authority to update the Scheme of Members' Allowances accordingly.'

3.2.8 **Additional Panel Comments**

The Panel believe it is important to carry out a more detailed review in 2023, particularly as this will be after the May 2023 local elections when any changes to Member roles and responsibilities can be taken into account. The Panel requested that officers produce an Allowances Survey for the completion of all Members in advance of the next Panel meeting in the Autumn of 2023;

3.2.9 **Updated Scheme of Members' Allowances**

For Members ease of reference, Appendix C sets out an updated Scheme of Members Allowances assuming that all of the Panel's recommendations are approved by the Council.

The Panel recommendations for 2022/23 and 2023/24 mean that it is not necessary to apply an indexation in these two years, but the Panel was minded in the future that the Scheme of Members' Allowances should continue to be annually upgraded in line with staff salary increases (the 'Local Government Green Book').

4. **Options available and consideration of risk**

4.1 In ultimately making a decision, the Council must pay due regard to the recommendations of its Independent Remuneration Panel. However, the Council does have the discretion to reach an alternative view on some (or all) of the Panel's recommendations if it so wishes.

5. **Implications**

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Local Authorities (Members' Allowances) (England) Regulations 2003. The Council has a statutory requirement to adopt a Scheme of Members Allowances and to consider the recommendations of its Independent Panel in doing so.
Financial implications to	Y	If all of the Panel recommendations are approved by the Council, then there will be an overall

include reference to value for money		increase in cost of Members' Allowances to the Council of £19,853. It is proposed that the additional cost is met from the annual inflation provision within the Medium Term Financial Strategy.
Risk	Y	The risk implications are set out at Section 4 above.
Supporting Corporate Strategy	Y	Council Theme – <i>Efficient and Effective Council</i>
Consultation & Engagement Strategy	Y	All Members have been consulted (and invited to submit their comments) as part of this Review.
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	N/A
Climate Change & Biodiversity	N	N/A
Safeguarding	N	N/A
Community Safety, Crime and Disorder	N	N/A
Health, Safety and Wellbeing	N	N/A
Other implications	N	None

Appendices:

A: The Current Scheme of Members' Allowances;

B: Members' Allowances – Benchmarking Information

C: The Updated Scheme of Members' Allowances (assuming all of the Panel recommendations were to be approved).

Background Documents:

The report considered by the Panel; and

The Council Constitution

Part 6

Members' Allowances Scheme West Devon Borough Council

West Devon Borough Council

Contents

Members' Allowances Scheme

- Schedule A:** Basic and Special Responsibility Allowance
- Schedule B:** Travelling Allowances
- Schedule C:** Subsistence Allowances
- Schedule D:** Approved Duties

Members' Allowances Scheme

This Scheme has been made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

1. Basic Allowance

- 1.1 The Basic Allowance is payable to every Member of the Council at the rate specified in Schedule A below, and will be paid by equal monthly instalments in arrears. The allowance is intended to recognise the time devoted by Members to their work as well as to cover incidental costs such as the use of their homes and private telephones.

2. Special Responsibility Allowances (SRAs)

- 2.1 An SRA is paid to those Members who have significant responsibilities such as committee chairmen or political group leaders etc. Each 'post of responsibility' is identified by the Independent Remuneration Panel and attracts an appropriate level of payment as shown in Schedule A, which is paid monthly in arrears.
- 2.2 Payment to any Member who did not hold the position for which the allowance is paid for the whole year will be adjusted pro rata according to the number of months for which it was held.
- 2.3 A Member holding the office of Chairman will normally be expected to agree to the re-allocation of the relevant proportion of the SRA to their Vice-Chairman in circumstances where the latter has to provide cover for a continuous period of absence of their Chairman of at least one month.
- 2.4 No Councillor shall receive more than one SRA.

3. Travelling Allowances

- 3.1 Members may claim mileage allowances at the rates specified in Schedule B.
- 3.2 Travelling Allowances will normally be payable in respect of attendance at any Approved Duty, except that they may not be claimed where the Body attended pays them.
- 3.3 Approved Duties in respect of which Travelling Allowances may be paid are set out in Appendix D.

4. **Subsistence Allowances**

- 4.1 Subsistence allowances will be paid on the scales and under the conditions set out in Schedule C below. The allowance is for actual expenditure, and payment will normally only be made where receipts are supplied.
- 4.2 Approved Duties in respect of which Subsistence Allowances may be paid are set out in Appendix D.

5. **Carer's Allowance**

- 5.1 Carer's Allowance will be paid in accordance with the conditions set out in Schedule C below.

6. **Service on Outside Bodies**

- 6.1 Members are appointed to represent the Council on specific outside bodies by the appropriate committee or by Council. In these specific instances, Members are entitled to claim travel and subsistence **unless** the outside body already provides reimbursement.
- 6.2 If a Member is unable to attend a meeting as a representative of the Council, they are able to make arrangements for another Member to attend in their place. This arrangement is irrespective of any political or party allegiances. The Member attending as a substitute must clearly show this on their claim form.
- 6.3 Representatives appointed to serve on outside bodies are conditional upon them remaining Members of the Council during that period. The Council approves from time to time a list of Outside Bodies to which Members have been appointed.

7. **Withholding Allowances**

- 7.1 Where the Standards Committee determine at a Hearing that a Member should be fully suspended from his/her duties, then the Member's Allowances (save for Dependant Carers' allowance) will be withheld for the period of suspension.

8. **Official Civic Duties**

- 8.1 The Mayor and Deputy Mayor and any other Member deputising for them or invited by them to attend, shall be entitled to receive travelling and subsistence allowance for the performance of official duties and courtesy visits.
- 8.2 The Mayor and Deputy Mayor both receive an annual lump sum allowance as set out in the table in Schedule A.

9. Renunciation

- 9.1 Any Member may (by giving notice in writing to the Head of Paid Service) choose to forgo any part of the allowances paid under this Scheme.

10. Administrative Rules

- 10.1 No payment can be made of any travel and subsistence claim made more than three months after the meeting for which the claim is made, without the authority of Council in every case.
- 10.2 The responsibility for the correctness of claims is that of the Member concerned. Where in the opinion of administrative staff, a claim cannot for some reason be met within the rules of this Scheme, the travel and subsistence claim will not be paid, and the Member will be informed in writing of the reason.
- 10.3 All claims for expenses should, as far as possible, be submitted according to the timetable (provided by the Finance Community of Practice) and passed to Democratic Services for verification. All claims will be checked against the relevant attendance sheets, list of approved duties and approved appointments to outside bodies, prior to payment being made. Members may be contacted if some claims require further clarification. Any unresolved problems arising out of claims for expenses will be referred to the Standards Committee for determination.
- 10.4 Subsistence allowance rates are all maximum amounts and reimbursement will be for actual expenditure (up to these limits), wherever possible supported by a receipt. This will enable the Council to reclaim the VAT element. Claims should not be made if a meal is provided free of charge.
- 10.5 Every Member will be issued with a copy of this Scheme on its approval by Council and the Scheme will be an element of the Constitution. As part of the Constitution the Scheme will be available on the Council's website.
- 10.6 Claims must be made on the claim forms provided, fully completed in accordance with the guidance notes on the form, signed and dated by the Member.
- 10.7 It is the responsibility of the Member to notify the Council of any material changes to the information held on file, e.g. change of vehicle or address etc.

11. Records and Publication

- 11.1 Records will be kept as necessary to satisfy the requirement for public access.
- 11.2 This Scheme and any amendment subsequently made to it will be published in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

- 11.3 As soon as practical after the end of each year the amounts paid to each Member in respect of each of Basic Allowances and SRA's will be published as required by the 2003 Regulations.

12. **Review**

The Independent Remuneration Panel reviewed the Members' Allowance Scheme in November 2016. A further review will have to take place before November 2020 (unless any significant issues which may necessitate a review arise before this date).

13. **Definitions**

- 13.1 **Member**
An elected Member or co-opted Member of West Devon Borough Council.
- 13.2 **Year**
The 12 months ending 31 March.

Schedule A

Basic and Special Responsibility Allowances

Role	Multiple of Basic Allowance	Basic Allowance per annum	Special Responsibility Allowance per annum	Total
Basic Allowance (all elected Members)		£4,660		£4,660
Special Responsibility Allowances:				
Leader of the Council (Chairman of the Hub Committee)	Basic x 200%	£4,660	£9,320	£13,980
Deputy Leader (Vice Chairman of the Hub Committee)	Basic x 150%	£4,660	£6,990	£11,650
Hub Committee Members (x 7)	Basic x 90%	£4,660	£4,194	£8,854 (each)
Leaders of other political groups (NB. subject to minimum group size threshold of 3 Members)	2 x Basic / 31 x No. of Group Members			
Chairman of Audit Committee	Basic x 90%	£4,660	£4,194	£8,854
Chairman of Development Management and Licensing Committee	Basic x 120%	£4,660	£5,592	£10,252
Chairman of Overview and Scrutiny Committee	Basic x 90%	£4,660	£4,194	£8,854

Civic allowances (see paragraph 7 of the Scheme)

Civic Duty	£ Allowance
Mayor	3,000
Deputy Mayor	825

Schedule B

Travelling Allowances

The scheme to allow Members to claim for car travel is as follows:

SCHEME:

The rates are set by the Inland Revenue and are such that no taxable element is included.

Mileage allowance	
Per mile for the first 10,000 miles	45.0p
Per mile after 10,000 miles	25.0p

There are additional allowances available for transporting passengers, bicycles and motorcycles as follows:

For each passenger	5p per mile
Bicycle rate	20p per mile
Motorcycle rate	24p per mile

Longer journey rate – in the case of any one return journey exceeding 150 miles, excess mileage will be paid at a rate of 11.7p per mile (however, second class rail travel – if cheaper – is the preferred method for long distance travel).

EXPLANATORY NOTE:

It is the responsibility of each Member to notify any material change in the details of the car used to the Officer responsible for the payment of Members' allowances.

SCHEDULE C

Subsistence and Carers' Allowances

Subsistence Allowances (from 1 April 2018)		
Breakfast allowance	A rate of up to £5.00 may be paid where a Member has been away from home on Council business for a period of at least five hours and has incurred the cost of a meal	
One meal rate (five-hour rate)	A rate of up to £5.00 may be paid where a Member has been away from home on Council business for a period of at least five hours and has incurred the cost of a meal	
Two meal rate (ten-hour rate)	A rate of up to £10.00 may be paid where a Member has been away from home on Council business for a period of at least ten hours and has incurred the cost of a meal or meals	
Late evening meal rate	A rate of up to £15.00 may be paid where a Member has to work later than 8.00pm having been on Council business during the day and has to buy a meal which they would usually have at home.	
Overnight/Conference subsistence allowances	London	£91.04 per night.
	Other locations	£79.82 per night

Carer's Allowance:

- 5.1 Carer's Allowance will be paid for the reimbursement of actual expenditure incurred by Members up to a maximum equivalent to the national minimum wage current at that time for the care of dependents whilst the Member is on Council business. For this purpose, "dependents" include children, elderly people or people with disabilities.
- 5.2 The allowance will not be paid to a member of a claimant's own household, except where that person would otherwise be in existing paid employment during the hours of caring.

- 5.3 The allowance will not be paid to a Councillor who is already in receipt of an allowance or other assistance from any other source for the same purpose on the occasion for which the allowance is being claimed.

Explanatory notes

- i) These allowances may be claimed only where incurred, and supported wherever possible with a receipt, so that where appropriate the Council may reclaim any VAT included.

SCHEDULE D

Approved duties for Travelling and Subsistence

(Local Authorities (Members' Allowances)(England) Regulations 2003)

Allowances for travelling and subsistence may be paid to the Council's members (including co-opted members) for the following approved duties:

- Attendance at meetings of the Council
- Attendance at meetings of the Council's committees or sub-committees
- Attendance at meetings of some other body (including that body's core committees or sub-committees discharging that body's core functions) to which the Council makes appointments or nominations by the Council's appointed nominee(s)
- Attendance at any other meeting which has both been authorised by the Council, and to which representatives of more than one political group have been invited (including training sessions and briefings)
- Attendance at meetings of a local authority association of which the Council is a member by the Council's appointed nominee
- Duties undertaken in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises
- Duties undertaken on behalf of the Council in accordance with any procedural rule requiring a member or members to be present while tender documents are opened
- Any other duty approved by the Council, or any duty of a class so approved by the Council or by the Head of Paid Service (or in his absence his nominee) (in consultation with the Group Leaders) for the purpose of, or in connection with, discharging the duties of the Council, its committees or sub-committees (for example (but not limited to) Task and Finish Groups, working groups and Group Leaders' meetings).
- Attendance at a meeting at which it is necessary for Group Leaders or Chairmen to attend to represent or protect the Council's interests.
- Mileage for attendance at Parish and Town Council meetings within a Member's local ward of which they are not already a member and which is within the West Devon Boundary.

The above Approved Duties (where appropriate) shall also be Approved Duties for the purpose of any Town or Parish Council within the Borough of West Devon where the Town/Parish Council has resolved to pay travel and subsistence allowances.

Authority	Tier	Basic Allowance Payment	Leader		Deputy Leader		Cabinet Members		DM Chair		Scrutiny Chair		Other Chairs		Civic Lead		Comments
			Multiplier Used	£ SRA Payment	Multiplier Used	£ SRA Payment	Multiplier Used	£ SRA Payment	Multiplier Used	£ SRA Payment	Multiplier Used	£ SRA Payment	Multiplier Used	£ SRA Payment	Multiplier Used	£ SRA Payment	
Devon County	1	13444	2.5	33610	2	26888	1.5	20166	0.5	6722	0.73	9814	paid between 0.5 (6722) and 0.25 (3361)		0.8	10755	
East Devon	2	4360	3.3	14421	0.9	4021	1.4	6184	1.4	6184	0.7	3098	paid between 2010 & 3098		1.8	7813	
Mid Devon	2	5403	3	16209	1.5	8104	1.25	6753	1.25	6753	1.25	6753	paid between 1351 & 4052		0.5	2701	£150 IT allowance also payable
North Devon	2	4970	2.5	12426	1	4970			1	4970			Paid between 0.5 (2485) and 1 (4970)		No SRA mentioned		
Teignbridge	2	5742	3.5	20097	1.75	10049	1.5	8613	1.4	8039	1.1	6316	Paid between 0.5(2871) and 1.x (6316)		1	5742	
Torridge	2	5100	2.35	11985	1	5100			1	5100	1	5100	paid between 1,(5100) 0.5 (2550), and (659)		1	5100	
Torbay	1	9062	2.3	20914	1.3	11606	1.2	11221	0.8	7481	0.8	7481	most 3740		0.4	3470	
Exeter	1	6425	3.25	20880			1.75	11243	1	6425	1	6425	between 0.75 (4818) and 0.5 (3212)		1	6425	
Plymouth	1	11504	2.9	34152	2.1	24283	2	23003	1	11504	1	11504	between 2876-11504		1.4	15981	
South Hams	2	5492	3	16476	1.5	8238	1	5492	1.5	8238	1	5492	Between 1 (5492) & 0.5 (2746)		1	5492	
West Devon	2	4460	2	9320	1.5	6990	0.9	4194	1.2	5592	0.9	4194	0.9 (4194)		0.67	3000	
Cornwall	1	15131		27992		20994		19594		5598		8398	between 8398-2799			19594	
Gloucestershire County	1	10750		34170				19130		6360		6360	6360			9570	
Gloucester City	2	6214	3.5	21749		13982		10875		4971		3728	between 0.5 (3107) and 0.1 (621)			6000	
Cheltenham Borough	2	5797		18095				14242		3833		2999	899 - 332			7772	Constitution not publically available
Stroud District	2	5265		10021						5100			6120 - 5100			3060	
Tewkesbury Borough	2	7350		8800		6600		4400		2200		2200	2200			2200	
Forest of Dean District	2	5100	2.4	12240	1.6	8160	1.4	7140	1	5100	1	5100	0.5 (2550)		1	5100	
Cotwolds	2	5000		15000		10000		7500		7500		5000	2500			5000	
Lincolnshire County	1	11249		35639		23388		20047		13498		10683	13498 - 8910			13498	
Boston Borough	2	4692		14076		7038		5865		4692		1280	1280			5865	
City of Lincoln	2	5127		10905		7053		5772		4491		4491	1281-4491		No SRA mentioned		
East Lindsey District	2	4935		14006		7003		4904		4204		4204	4204			4204	Scheme from 2016-2021
North Kesteven DC	2	5634		15553		9494		7115		5135		3526	1912-3526			1912	
South Holland DC	2	6255		20140		11884		9063		5035			4952 - 3962			4431	
South Kesteven DC	2	5886	3.5	20589	2.75	16176	2	11766	0.9	5298	1	5886	3924-3257		No SRA mentioned		
West Lindsey DC	2	6242		12611		4573		3152		3152		3152	3152			4040	
Suffolk County	1	11175	3	33525	2	22350	1.75	19556	0.5	5587	0.5	5587	0.5 (5587)		1.25	13969	
Babergh DC	2	5240		13101		6550		6550		5240		5240	2620			2670	Shared Service arrangement with Mid Suffolk DC
Mid Suffolk DC	2	5240		13101		6550		6550		5240		5240	2620			5240	Shared Service arrangement with Baberg DC
East Suffolk DC	2	7841		19603		13095		7606		6743		5254	5254			9801	
Ipswich Borough	2	4326	2.8	12114	0.7Ba x 2.8	8480	1.86	8047	0.93	4024	0.93	4024	0.93 (4024)		0.93	4024	
West Suffolk	2	6292	2.5	15729	2.5	9438	1.25	7865	0.9	5563	0.9	5563	0.66 (4153)		1.25	7865	
Cumbria County	1	8985		26992		15116		10797		7502		10797	7502			5632	
Allerdale Borough	2	3367		21000		9973		5441		4500		2721	2993 & 2721			7071	
Barrow Borough	2	2643	6	15859	2.5	6608			2	5286	1.6	4229	2 (5286) & 1.6 (4229)		1.2	3172	
Carlisle City	2	4887		17967		11229		6735		4497		4497	4497 - 1128		No SRA mentioned		
Copeland Borough	2	3341		6359				6359		2000		2000	2000			2000	
Eden District	2	3972		11916		4965		4965		3972		1986	663 - 1986			663	
South Lakeland	2	4201		12120		7171		6060		2795		1863	931			1863	
East Sussex County	1	13149		36817		18792		16107		6711		6711	6711			13420	
Eastbourne Borough	2	2808		4212		2808		2808		2106		1404	1404			2802	Shared Service arrangement with Lewes DC
Hastings Borough	2	6150		12300		7999		6642		3693		3077	3077-1002			6542	
Lewes District	2	3317		15382				6153		4614		3691	4614- 1154			2308	Shared Service arrangement with Eastbourne BC
Rother District	2	4703		13735		3873		2988		2988		2988	2186		No SRA mentioned		
Wealden District	2	4846		14170				5858		4465		3964	3964-1439			5025	
Derbyshire County	1	11414		37717		28258		18852		9414		9414	9414			9414	Calculation as % of Leaders SRA
Amber Valley District	2	4210		12632		6316		4391		2526		1882	1674		No SRA mentioned		
Bolsover District	2	9902		14672		9781		4891		4890		3260	3260-1222		No SRA mentioned		set in 2017 and rising in line with staff pay award
Chesterfield Borough	2	6286		29122		16021		7993		5912		4885	4885-3663		No SRA mentioned		
Derbyshire Dales District	2	4628		12024		6012			1	4628			1 (4628) - 0.35 (1620)		1	4628	Leaders SRA = £231 per Member Plus 1.5 of Basic. D/L 50% of Leader
Erewash Borough	2	4321		14320		8592		6444		3792		3792	3792			3992	
NE Derbyshire District	2	5488		18867		13557		8647		8256		4128	4128			5216	
South Derbyshire District	2	6900		19653		10809				9815		9815	4865		No SRA mentioned		
Derby City	1	11523		34569		25927		17285		8642		8642	8642 - 6050			8642	Calculation as % of Leader's SRA

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Part 6

Members' Allowances Scheme West Devon Borough Council

West Devon Borough Council

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Members' Allowances Scheme

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Members' Allowances Scheme

This Scheme has been made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.

1. Basic Allowance

- 1.1 The Basic Allowance is payable to every Member of the Council at the rate specified in Schedule A below, and will be paid by equal monthly instalments in arrears. The allowance is intended to recognise the time devoted by Members to their work as well as to cover incidental costs such as the use of their homes and private telephones.

2. Special Responsibility Allowances (SRAs)

- 2.1 An SRA is paid to those Members who have significant responsibilities such as committee chairmen or political group leaders etc. Each 'post of responsibility' is identified by the Independent Remuneration Panel and attracts an appropriate level of payment as shown in Schedule A, which is paid monthly in arrears.
- 2.2 Payment to any Member who did not hold the position for which the allowance is paid for the whole year will be adjusted pro rata according to the number of months for which it was held.
- 2.3 A Member holding the office of Chairman will normally be expected to agree to the re-allocation of the relevant proportion of the SRA to their Vice-Chairman in circumstances where the latter has to provide cover for a continuous period of absence of their Chairman of at least one month.
- 2.4 No Councillor shall receive more than one SRA.

3. Travelling Allowances

- 3.1 Members may claim mileage allowances at the rates specified in Schedule B.
- 3.2 Travelling Allowances will normally be payable in respect of attendance at any Approved Duty, except that they may not be claimed where the Body attended pays them.
- 3.3 Approved Duties in respect of which Travelling Allowances may be paid are set out in Appendix D.

4. **Subsistence Allowances**

- 4.1 Subsistence allowances will be paid on the scales and under the conditions set out in Schedule C below. The allowance is for actual expenditure, and payment will normally only be made where receipts are supplied.
- 4.2 Approved Duties in respect of which Subsistence Allowances may be paid are set out in Appendix D.

5. **Carer's Allowance**

- 5.1 Carer's Allowance will be paid in accordance with the conditions set out in Schedule C below.

6. **Service on Outside Bodies**

- 6.1 Members are appointed to represent the Council on specific outside bodies by the appropriate committee or by Council. In these specific instances, Members are entitled to claim travel and subsistence **unless** the outside body already provides reimbursement.
- 6.2 If a Member is unable to attend a meeting as a representative of the Council, they are able to make arrangements for another Member to attend in their place. This arrangement is irrespective of any political or party allegiances. The Member attending as a substitute must clearly show this on their claim form.
- 6.3 Representatives appointed to serve on outside bodies are conditional upon them remaining Members of the Council during that period. The Council approves from time to time a list of Outside Bodies to which Members have been appointed.

8. **Official Civic Duties**

- 8.1 The Mayor and Deputy Mayor and any other Member deputising for them or invited by them to attend, shall be entitled to receive travelling and subsistence allowance for the performance of official duties and courtesy visits.
- 8.2 The Mayor and Deputy Mayor both receive an annual lump sum allowance as set out in the table in Schedule A.

9. **Renunciation**

- 9.1 Any Member may (by giving notice in writing to the Head of Paid Service) choose to forgo any part of the allowances paid under this Scheme.

10. **Administrative Rules**

- 10.1 No payment can be made of any travel and subsistence claim made more than three months after the meeting for which the claim is made, without the authority of Council in every case.
- 10.2 The responsibility for the correctness of claims is that of the Member concerned. Where in the opinion of administrative staff, a claim cannot for some reason be met within the rules of this Scheme, the travel and subsistence claim will not be paid, and the Member will be informed in writing of the reason.
- 10.3 All claims for expenses should, as far as possible, be submitted according to the timetable (provided by the Finance Community of Practice) and passed to Democratic Services for verification. All claims will be checked against the relevant attendance sheets, list of approved duties and approved appointments to outside bodies, prior to payment being made. Members may be contacted if some claims require further clarification. Any unresolved problems arising out of claims for expenses will be referred to the Standards Committee for determination.
- 10.4 Subsistence allowance rates are all maximum amounts and reimbursement will be for actual expenditure (up to these limits), wherever possible supported by a receipt. This will enable the Council to reclaim the VAT element. Claims should not be made if a meal is provided free of charge.
- 10.5 Every Member will be issued with a copy of this Scheme on its approval by Council and the Scheme will be an element of the Constitution. As part of the Constitution the Scheme will be available on the Council's website.
- 10.6 Claims must be made on the claim forms provided, fully completed in accordance with the guidance notes on the form, signed and dated by the Member.
- 10.7 It is the responsibility of the Member to notify the Council of any material changes to the information held on file, e.g. change of vehicle or address etc.

11. **Records and Publication**

- 11.1 Records will be kept as necessary to satisfy the requirement for public access.
- 11.2 This Scheme and any amendment subsequently made to it will be published in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 11.3 As soon as practical after the end of each year the amounts paid to each Member in respect of each of Basic Allowances and SRA's will be published as required by the 2003 Regulations.

12. **Review**

The Independent Remuneration Panel reviewed the Members' Allowance Scheme in November 2016. A further review will have to take place before November 2020 (unless any significant issues which may necessitate a review arise before this date).

13. **Definitions**

13.1 Member

An elected Member or co-opted Member of West Devon Borough Council.

13.2 Year

The 12 months ending 31 March.

Schedule A

Basic and Special Responsibility Allowances

Role	Multiple of Basic Allowance	Basic Allowance per annum	Special Responsibility Allowance per annum	Total
Basic Allowance (all elected Members)		£4,893		£4,893
Special Responsibility Allowances:				
Leader of the Council (Chairman of the Hub Committee)	Basic x 250%	£4,893	£12,233	£17,126
Deputy Leader (Vice Chairman of the Hub Committee)	Basic x 150%	£4,893	£7,340	£12,233
Hub Committee Members (x 7)	Basic x 100%	£4,893	£4,893	£9,786 (each)
Leaders of other political groups (NB. subject to minimum group size threshold of 3 Members)	2 x Basic / 31 x No. of Group Members			
Chairman of Audit Committee	Basic x 100%	£4,893	£4,893	£9,786
Chairman of Development Management and Licensing Committee	Basic x 120%	£4,893	£5,872	£10,765
Chairman of Overview and Scrutiny Committee	Basic x 90%	£4,893	£4,893	£9,786

Civic allowances (see paragraph 7 of the Scheme)

Civic Duty	£ Allowance
Mayor	3,000
Deputy Mayor	825

Schedule B

Travelling Allowances

The scheme to allow Members to claim for car travel is as follows:

SCHEME:

The rates are set by the Inland Revenue and are such that no taxable element is included.

Mileage allowance	
Per mile for the first 10,000 miles	45.0p
Per mile after 10,000 miles	25.0p

There are additional allowances available for transporting passengers, bicycles and motorcycles as follows:

For each passenger	5p per mile
Bicycle rate	20p per mile
Motorcycle rate	24p per mile

Longer journey rate – in the case of any one return journey exceeding 150 miles, excess mileage will be paid at a rate of 11.7p per mile (however, second class rail travel – if cheaper – is the preferred method for long distance travel).

EXPLANATORY NOTE:

It is the responsibility of each Member to notify any material change in the details of the car used to the Officer responsible for the payment of Members' allowances.

SCHEDULE C

Subsistence and Carers' Allowances

Subsistence Allowances (from 1 April 2018)		
Breakfast allowance	A rate of up to £5.00 may be paid where a Member has been away from home on Council business for a period of at least five hours and has incurred the cost of a meal	
One meal rate (five-hour rate)	A rate of up to £5.00 may be paid where a Member has been away from home on Council business for a period of at least five hours and has incurred the cost of a meal	
Two meal rate (ten-hour rate)	A rate of up to £10.00 may be paid where a Member has been away from home on Council business for a period of at least ten hours and has incurred the cost of a meal or meals	
Late evening meal rate	A rate of up to £15.00 may be paid where a Member has to work later than 8.00pm having been on Council business during the day and has to buy a meal which they would usually have at home.	
Overnight/Conference subsistence allowances	London	£91.04 per night.
	Other locations	£79.82 per night

Carer's Allowance:

- 5.1 Carer's Allowance will be paid for the reimbursement of actual expenditure incurred by Members up to a maximum equivalent to the national minimum wage current at that time for the care of dependents whilst the Member is on Council business. For this purpose, "dependents" include children, elderly people or people with disabilities.
- 5.2 The allowance will not be paid to a member of a claimant's own household, except where that person would otherwise be in existing paid employment during the hours of caring.

- 5.3 The allowance will not be paid to a Councillor who is already in receipt of an allowance or other assistance from any other source for the same purpose on the occasion for which the allowance is being claimed.

Explanatory notes

- i) These allowances may be claimed only where incurred, and supported wherever possible with a receipt, so that where appropriate the Council may reclaim any VAT included.

SCHEDULE D

Approved duties for Travelling and Subsistence

(Local Authorities (Members' Allowances)(England) Regulations 2003)

Allowances for travelling and subsistence may be paid to the Council's members (including co-opted members) for the following approved duties:

- Attendance at meetings of the Council
- Attendance at meetings of the Council's committees or sub-committees
- Attendance at meetings of some other body (including that body's core committees or sub-committees discharging that body's core functions) to which the Council makes appointments or nominations by the Council's appointed nominee(s)
- Attendance at any other meeting which has both been authorised by the Council, and to which representatives of more than one political group have been invited (including training sessions and briefings)
- Attendance at meetings of a local authority association of which the Council is a member by the Council's appointed nominee
- Duties undertaken in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises
- Duties undertaken on behalf of the Council in accordance with any procedural rule requiring a member or members to be present while tender documents are opened
- Any other duty approved by the Council, or any duty of a class so approved by the Council or by the Head of Paid Service (or in his absence his nominee) (in consultation with the Group Leaders) for the purpose of, or in connection with, discharging the duties of the Council, its committees or sub-committees (for example (but not limited to) Task and Finish Groups, working groups and Group Leaders' meetings).
- Attendance at a meeting at which it is necessary for Group Leaders or Chairmen to attend to represent or protect the Council's interests.
- Mileage for attendance at Parish and Town Council meetings within a Member's local ward of which they are not already a member and which is within the West Devon Boundary.

The above Approved Duties (where appropriate) shall also be Approved Duties for the purpose of any Town or Parish Council within the Borough of West Devon where the Town/Parish Council has resolved to pay travel and subsistence allowances.