

**FHDC**

**Proposed Revision**

**PART 6**

**MEMBERS' ALLOWANCES**

**Key:**

**Red - Wording to be removed from the scheme.  
(scored through)**

**Blue - New wording to be included**

# FOREST HEATH DISTRICT COUNCIL



Forest Heath  
District Council

## MEMBERS' ALLOWANCE SCHEME

~~2013~~ 2017 EDITION

**FOREST HEATH DISTRICT COUNCIL  
MEMBERS ALLOWANCE SCHEME  
2013 2017 EDITION**

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## 1. INTRODUCTION

This scheme is made by Forest Heath District Council pursuant to the Local Authorities (Members' Allowances) (England) Regulations 2003. It was approved by the Council on ~~13 March 2013~~ ~~21 December 2016~~ after consideration of the recommendations from the [West Suffolk Joint Independent Remuneration Panel](#).

This scheme will be known as the Forest Heath District Council Members' Allowances Scheme (~~2013~~ ~~2017~~ Edition) and will apply from ~~1 April 2013 until 31 March 2017~~. ~~1 April 2017 until 31 March 2021~~.

In this scheme:

"Member" means an elected Member of Forest Heath District Council.

"Co-opted Member" means a co-opted Member of a Committee of Forest Heath District Council.

"Year" means the 12 months ending on 31 March in any year.

## 2. BASIC ALLOWANCE

Subject to Sections ~~9 and 10~~ ~~8~~, for each year a basic allowance is to be paid to each Member as set out in Schedule 1 to the scheme.

The basic allowance is to be paid in equal instalments one month in arrears payable of the ~~23~~ ~~28th~~ day of each month.

## 3. SPECIAL RESPONSIBILITY ALLOWANCE (SRA)

Subject to the qualification below and to Sections ~~9 and 10~~ ~~8~~, for each year a SRA shall be paid to those Members who hold the special responsibilities that are set out in respect of them in Schedule 1.

~~The qualification referred to is that where two SRA are payable to the same member then the smaller of the two SRA is reduced by one third.~~

A Councillor may hold more than one position, but only one SRA shall be paid to any Member. Where two SRAs are applicable the higher rate will be applied.

The SRA is to be paid in equal instalments one month in arrears payable on the ~~28th~~ 23<sup>rd</sup> day of each month.

#### **4. INDEXATION**

The Basic Allowance and SRAs are to be index linked. On the 1st April ~~2014~~ 2017 and on the 1st April in each subsequent year the amount payable will be increased by the same amount as the increase in Local Government Officer's salaries under the joint National Council for Local Government between 1st April in the previous year and 31st March in the year in question.

The Carers Allowance ~~will also be index linked to the National Minimum Wage for the time being~~ to be monitored against market led increases.

#### **5. TRAVEL AND SUBSISTENCE ALLOWANCE**

Members are able to claim travel allowance in respect of their travel to and from:

- (a) Meetings covered by the list of approved duties referred to in Schedule 2;
- (b) Meetings of outside bodies and organisations to which they have been appointed by the Council as set out in Schedule 3;
- (c) Meetings with the Chief Executive, Directors and/or ~~Heads of Service~~ Assistant Directors, subject to such meetings having been pre-arranged and not relating specifically to a Members' ward work or activities.

Members are able to claim subsistence allowances where they are prevented by official duties from taking a meal at home or other place where normally taken. Reimbursement is of actual expenditure to the maximum shown.

Details of the rates of travel and subsistence allowances are set out in Schedule 4.

The rates are directly linked to the rates payable to officers and will be amended as and when the officers' scheme is amended.

## **6. CHILD CARE AND DEPENDANT CARERS' ALLOWANCE**

Contribution towards costs incurred for the provision of care is payable on production of a receipt at the rate of ~~£6.19~~ £10 per hour for general care and £20 per hour for specialist nursing care or the actual rate paid if less, towards care in respect of:

- (a) Children aged 14 or under;
- (b) Elderly relatives requiring full-time care;
- (c) Relatives with disabilities or nursing requirements who require either temporary or permanent full-time care.

In each case the dependant must normally live with the Member as part of the family and be unable to be left unsupervised.

The carer can be any responsible mature person who does not normally live with the claimant as part of the family but the allowance should not be payable in respect of members of the Councillors' immediate and close family.

Both allowances to be monitored against market led increases.

## ~~7. BROADBAND ALLOWANCE~~

~~Contribution toward the cost incurred in providing Broadband connection at the rate of £240 per annum.~~

## ~~8. 7. PENSIONS~~

~~Members are currently not eligible to join the Local Government Pension Scheme.~~

## **9. 8. CO-OPTED MEMBERS**

Co-opted Members shall be paid an allowance as set out in Schedule 1.

The Co-opted Members' Allowance is normally paid annually in arrears.

Co-opted Members are able to claim for travel, and subsistence and a carer's allowances in the circumstances set out in Schedule 5.

Details for the rates of travel and subsistence allowances are set out in Schedule 4.

## ~~10. RENUNCIATION~~

~~A Councillor may by notice in writing given to the Chief Executive elect to forego his entitlement or any part of his entitlement to an allowance under this scheme.~~

## **11. 9. PART YEAR ENTITLEMENTS**

When the term of office of a Member begins or ends or the holding of a special responsibility begins or ends then the entitlement of that Member to any allowances due to him will be in the same proportion as the number of days during the term of office to the number of days in that year.

When an amendment to this scheme changes the amount to which a Member is entitled then the existing rates are payable ending with the day before the amendment takes effect.

## **12. 10. CLAIMS**

~~Each Member shall be required to complete a claim form for an allowance in the form prescribed by the Council. A Expenses claims should be made using the Council's on-line expenses system and~~ should be made within 2 months of the date on which the duty in respect of which the entitlement to the allowance arises and are paid in the current month

provided the claim is received on or before the 10th day of the month although every effort will be made to make payment as soon as practicable.

Allowances are subject to tax and national insurance contributions in accordance with HMRC Regulations.

Claims must be backed up by proper receipts so far as is reasonably possible.

### **13. 11. RECORD OF ALLOWANCES**

The ~~Head of Human Resources,~~ Assistant Director (HR, Legal and Democratic Services) & ~~Organisational Development~~ shall keep a record of all payments made to all Members in accordance with the scheme and the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003. In accordance with the Regulations any records kept for the purpose shall be available for inspection free of charge at all reasonable times by the public during normal office hours. A copy of the record will be made available free of charge.

The ~~Head of Human Resources,~~ Assistant Director (HR, Legal and Democratic Services) & ~~Organisational Development~~ will issue the required notice under the Regulations providing summary information on the payments made under the scheme each year.



**SCHEDULE 1 - BASIC ALLOWANCE AND SRAS**  
**(Updated: ~~1 April 2016~~ 1 April 2017)**

Basic Allowance

All Members    ~~£5,085.96~~    £5,368.00

Special Responsibility Allowance (SRA)

~~These SRA use a multiplier applied to a base unit of £1,355.42~~

These SRA use a multiplier of the basic allowance.

<b>Special Responsibility</b>	<b>Amount</b>	<b>Multiplier</b>
Leader of the Council	£10,736.00	2
Deputy Leader of the Council	£6,441.60	1.20
Portfolio Holders	£5,904.80	1.10
Chairman of the Council	£2,684.00	0.50
Vice-Chairman of the Council	£1,342.00	0.25
Chairman of Overview and Scrutiny Committee	£4,294.40	0.80
Vice-Chairman of Overview and Scrutiny Committee	£2,147.20	0.40
Chairman of Licensing and Regulatory Committee	£1,073.60	0.20
Vice-Chairman of Licensing and Regulatory Committee	£536.80	0.10
Chairman of Performance and Audit Scrutiny Committee	£4,294.40	0.80
Vice-Chairman of Performance and Audit Scrutiny Committee	£2,147.20	0.40
Chairman of Development Control Committee	£5,368.00	1
Vice-Chairman of Development Control Committee	£2,684.00	0.50
Chairman of Standards Committee	£1,073.60	0.20
Vice-Chairman of Standards Committee	£536.80	0.10
Co-opted Members of Committee (As determined by each Committee as the need arises to a maximum of x0.015 the basic allowance)		0.015
Leader of a Political Group (6 or more Members)	£1,019.92	0.19
Leader of a Political Group (2 to 5 Members)	£483.12	0.09

**Exceptional Responsibility Allowance**

A special meeting of the Independent Remuneration Panel be convened by the Assistant Director (HR, Legal and Democratic Services) to consider the payment of an exceptional responsibility allowance if considered necessary.

Other Allowance	Amount	
Carer's allowance (contribution to cash incurred):		
- General care (on production of receipt);	£10 per hour	--
- Specialist nursing care (on production of receipt)	£20 per hour	--

~~All of the above allowances are to be index linked. The indices set out in Paragraph 4 above will be applied to the Basic Allowance, the Special Responsibility Allowances, the Carer's Allowance and to the base unit used to calculate the SRAs.~~

The basic allowance to be index linked to officers pay. This will automatically calculate the SRAs using the multipliers.

## **SCHEDULE 2 - LIST OF APPROVED DUTIES**

1. The following shall be recognised as approved duties:
  - (a) Attendance by a Member at meetings of the Council, the Executive and any Committee, Sub-Committee, Board, Panel or Working Group of which he is either a Member or is attending as a substitute.
  - (b) Attendance at any other meeting officially convened by the Chairman of the Council, the Chief Executive or the ~~Head of~~ Assistant Director (HR, Legal and Democratic Services).
  - (c) Attendance at a meeting for the purpose of opening tenders or any site visits authorised by the Council, the Executive or their Committees.
  - (d) Attendance at Parish Council meetings in his capacity as a Ward Member (but not where he is attending a Parish Council of which he is a Member).
2. Attendance at a meeting other than as a Member of the Executive or a Committee or a substitute is not an approved duty.

## **SCHEDULE 3 - OUTSIDE BODIES AND ORGANISATIONS**

Attendance at any meeting on which the Member is nominated to represent or is appointed to represent the Council.

Attendance at any conferences, seminars or training events, the attendance at which is approved by the Council, or the Cabinet or a Committee of either, or the Chief Executive.

Attendance at any meetings of a Local Government Association or any Joint or Liaison Committee for Members of Local Authorities.

## SCHEDULE 4 - TRAVEL ALLOWANCES

The rates of Travel Allowances are as follows:

- Where public transport is used, an amount not exceeding first class rate.
- Where the Member uses his own transport:

Vehicle Class	Rate Payable per mile (p)
All cars:	45.00
Carriage of passenger (councillor) in car for the same purpose	05.00
Motor cycles/bicycles	28.00
Train or Bus	Actual standard fare incurred with receipt
Taxi ( <i>taxi to be used in exceptional circumstances</i> )	Actual expenditure incurred on Receipt
Car parking fees	Actual expenditure incurred
<del>Vehicle up to 999cc</del>	<del>28.00</del>
<del>Vehicles of 1000cc to 1199cc</del>	<del>45.00</del>
<del>Vehicles of 1200cc and over</del>	<del>45.00</del>

On the basis that such use

- Results in a substantial saving of the Member's time.
- Is in the interests of the Authority.
- Is otherwise reasonable.

Travel allowance payable from Members' home address to the meeting venue and return or from the Members' Ward if the Members' address is outside the district.

### **SUBSISTENCE ALLOWANCES**

The rates of Subsistence Allowances are as follows:

- ~~Breakfast Allowance (before 11.00am)~~ ~~£6.88~~
- ~~Lunch Allowance (11.00am to 3.00pm)~~ ~~£9.50~~
- ~~Tea Allowance (3.00pm to 6.00pm)~~ ~~£3.76~~

- In exceptional circumstances, subject to the agreement of the Assistant Director (HR, Legal and Democratic Services), lunch to be paid to a maximum of £10.00, on production of a receipt.
- Evening Meal Allowance (including a period ending after 7.00pm) £11.77  
£20.00
- Subsistence can not be claimed for drinks/food brought from home, alcoholic drinks or tips.

**NB**

- ~~Either a tea allowance or an evening meal allowance are payable. Both may not be claimed in respect of the same period.~~
- The subsistence allowances above shall be reduced by the appropriate sum in respect of any meals provided free of charge by another Authority or body during the period to which the allowance relates.

**Overnight Subsistence (deemed to cover a 24 hour period)**

Outside London	£80.00
For such an absence in London, or for attending one of the conferences approved by the Secretary of State	£100.00

The overnight subsistence allowance may be exceeded on the authorisation of the Assistant Director (HR, Legal and Democratic Services), for example in order for a Member to stay in a hotel associated with a particular conference.

Accommodation to be booked by officers in order to maximise any discounts that could be achieved, except in exceptional circumstances.

## SCHEDULE 5 - SUBSISTENCE AND TRAVELLING EXPENSES FOR CO-OPTED MEMBERS

### 1. Standards Committees and other Council Meetings

- Attendance at Committee Meetings of which they are a Member and other Council/Committee Meetings (if required to do so):
  - No subsistence allowance payable.
  - Travelling allowances payable to meeting venue from home address and also from Council Offices back home.

### 2. Meetings/Conferences outside the Forest Heath District Area

- Provided attendance at the meeting/conference is expressly agreed by the Monitoring Officer beforehand and is both appropriate and necessary for the Co-opted Committee Member concerned, travelling and subsistence allowances may be claimed. Travelling allowances may be claimed from the Members' home address to the meeting/conference and for the return journey.
- All co-opted members shall be paid and able to claim expenses for travel; subsistence, carers allowance.

3. The current subsistence and travelling allowances payable are as set out in Schedule 4.