

Councillors' Scheme for Allowances



West Devon Borough Council

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Members' Allowances Scheme

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 The special responsibility allowance is paid to those Members who have significant responsibilities such as committee chairmen 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 Where a Member qualifies for two SRAs, only 50% of the smaller SRA will be paid.
- 2.4 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.

3. **Travelling Allowances**

- 3.1 Members may claim mileage allowances at the rates and in the categories 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.

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.

5. **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.

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.

7. **Official Civic Duties**

- 7.1 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.
- 7.2 The Mayor and Deputy Mayor both receive an annual lump sum allowance.

8. **Renunciation**

8.1 Any Member may (by giving notice in writing given to Chief Executive) choose to forgo any part of the allowances paid under this Scheme.

9. **Administrative Rules**

9.1 No payment can be made of any travel and subsistence claim made more than two months after the meeting for which the claim is made, without the authority of Council in every case.

9.2 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.

9.3 All claims for expenses should, as far as possible, be submitted according to the timetable (provided by Corporate Finance) and passed to the Committee Section for verification. All claims will be checked against the relevant attendance sheets and list of approved duties on 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.

9.4 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.

9.5 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 intranet and Internet site.

9.6 The Scheme will be reviewed regularly and Members will be notified of any amendments made.

9.7 Claims must be made on the form attached, fully completed in accordance with the guidance notes on the form, signed and dated by the Member.

9.8 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.

9.9 Authority to determine what constitutes an approved duty is delegated to the Chief Executive in consultation with the Chairman and the Vice Chairman of the Standards Committee.

10. **Records and Publication**

- 10.1 Records will be kept as necessary to satisfy the requirement for public access.
- 10.2 This Scheme and any amendment subsequently made to it will be published in accordance with the Statutory Instrument 2003 No.1021.
- 10.3 As soon as practical after the end of each year the amounts paid to each Member in respect of each of Basic Allowances and Special Responsibility Allowances will be published as required by the Regulation.
- 10.4 Publication will be by way of a notice in a local newspaper.

11. **Definitions**

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

SCHEDULE A

Basic and Responsibility Allowances

Basic Allowance (per annum)	£3,558
Basic Allowance (per month)	£296.50
Special Responsibility Allowances (per annum)	
Leader of the Conservative Group	£1,026
Leader of the Independent Group	£1,026
Leader of Liberal Democrat Group	£1,026
Mayor	£3,000
Deputy Mayor	£825
Chairman of Economic, Leisure & Community Development Committee	£3,488
Chairman of Environment & Health Committee	£3,488
Chairman of Overview & Scrutiny Committee	£3,488
Chairman of Future Planning & Housing Committee	£3,488
Chairman of Planning & Licensing Committee	£3,488
Chairman of Policy & Resources Committee	£3,488
Chairman of Standards Committee (lay member)	£ 872
Lay and parish members of Standards Committee	£ 200 max
Representative on the Regional Assembly	£1,026

Explanatory notes

- i) Where a Member qualifies for two SRA's, only 50% of the smaller SRA will be paid.
- ii) A Member holding the office of Chairman will normally be expected to agree to the reallocation 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.
- iii) The allowances will be updated each year and an independent panel called the Remuneration Panel will review the Scheme every twelve months for approval by Council.

Schedule B

Travelling Allowances

There are two schemes to allow Members to claim for car travel. Rates shown are effective from 1 April 2004.

Scheme 1

This scheme is based upon the engine capacity of the car. The rates are updated each year, once they have been set by the National Joint Council for Local Government Services.

Mileage allowance		
Engine size	Per mile for the first 8,500 miles	Per mile after 8,500 miles
451 to 999cc	37.0p	10.8p
1000cc to 1199cc	40.4p	11.2p
1200cc or more	50.5p	13.1p

Scheme 2

This scheme is available to Members with car engine capacity of 1200cc or more. 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	40.0p
Per mile after 10,000 miles	25.0p

For both schemes there are additional allowances available for transporting passengers as follows:

For transporting one passenger	3p per mile
For transporting the second and subsequent passengers	2p per mile

Explanatory notes

- i) Members with cars of 1200cc or more may elect at the beginning of each financial year to adopt either scheme. Unless otherwise agreed by Council in special circumstances, an election once made cannot be withdrawn until the start of the following year.

- ii) 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.
- iii) The rates in both schemes will be subject to annual review by the National Joint Council for Local Government Services and the Inland Revenue. Members will be notified of any rate changes.

SCHEDULE C

Subsistence allowances

Subsistence Allowances (from 1 April 2004)		
Breakfast allowance	more than four hours away from home, before 11 am	£4.48
Lunch allowance	more than four hours away from home, including 12 to 2 pm	£6.17
Tea allowance	more than four hours away from home, including 3 pm to 6 pm	£2.43
Evening meal allowance	more than four hours away from home, ending after 7 pm	£7.64
Overnight/Conference subsistence allowances	London	£91.04 per night.
	Other locations	£79.82 per night

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.
- ii) Where travel is by train and a main meal is taken during a period for which there is an entitlement to a day subsistence allowance, the Council may at its discretion reimburse the reasonable cost of a meal in full.

