

# MEMBERS' ALLOWANCES

## 1. SHROPSHIRE COUNCIL – MEMBERS' ALLOWANCES SCHEME

Shropshire Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby adopts the following scheme:

This scheme may be cited as the Shropshire Council Members' Allowances scheme, and this scheme shall have effect from 1 April 2013 unless otherwise specified, and subsequent years from 1<sup>st</sup> April.

2. In this scheme,

“Councillor” means a member of the Shropshire Council who is a councillor;

“year” means the 12 months ending with 31 March.

3. Basic Allowance

Subject to paragraph 7, for each year a Basic Allowance of £11,514.00 shall be paid to each councillor.

4. Special Responsibility Allowance

- (a) For each year a Special Responsibility Allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.
- (b) All Special Responsibility Allowances are based on multiples of the Basic Allowance.
- (c) No member receives more than one Special Responsibility Allowance.
- (d) The Leader of the Council receives a Special Responsibility Allowance which is twice the level of the Basic Allowance.
- (e) The Deputy Leader receives a Special Responsibility Allowance which is 1.25 times the Basic Allowance.
- (f) The remaining seven Portfolio Holders and five Scrutiny Panel Chairs receive a Special Responsibility Allowance which is equivalent to the Basic Allowance.
- (g) The six Deputy Portfolio Holders receive a Special Responsibility Allowance which is 0.5 times the Basic Allowance.
- (h) The Speaker and the Chairman of the Council receive a Special Responsibility Allowance which is 0.75 times the Basic Allowance.

- (i) The Chairs of the Area Planning Committees receive a Special Responsibility Allowance which is 0.5 times the Basic Allowance.
- (j) The Vice Chairs of the Area Planning Committees receive a Special Responsibility Allowance which is 0.125 times the Basic Allowance.
- (k) The Chair of the Strategic Licensing Committee receives a Special Responsibility Allowance which is 0.25 times the Basic Allowance.
- (l) The Chairman of the Licensing Sub-Committee / Vice Chairman of the Strategic Licensing Committee receives a Special Responsibility Allowance which is 0.25 times the Basic Allowance.
- (m) All leaders of any Political Group with a membership of 10% of the total membership of the Council (7 members) receive a Group Leader's Allowance of 0.5 times the Basic Allowance assuming that they are not already in receipt of a greater allowance.
- (n) The Chair of the Audit Committee receives a Special Responsibility Allowance of 0.5 times the Basic Allowance.
- (o) The Chair of the Pensions Committee receives a Special Responsibility Allowance of 0.25 times the Basic Allowance or the Vice Chair of the Pensions Committee receives a Special Responsibility Allowance of 0.125 times the Basic Allowance.

## 5. Child and Dependant Carers' Allowance

A child care allowance of up to £6.08 per hour (wef 01/10/11), subject to a maximum of £2,500 per member per annum, will be paid towards the costs of child care, on evidence being supplied of the amount claimed having been incurred in employing a carer to look after a child or dependant who is a member of the councillor's family and living with the councillor and who cannot be left alone.

## 6. Renunciation

A councillor may by notice in writing given to the Democratic Services Manager elect to forego any part of his entitlement to an allowance under this scheme.

## 7. Part-year Entitlements

- (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to Basic and Special Responsibility Allowances, where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.

- (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods.
  - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (3) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a Basic Allowance shall be to the payment of such part of that Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of a councillor does not subsist throughout the period mentioned in sub-paragraph (2), the entitlement of any such councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- (5) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a Special Responsibility Allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- (6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2) of that paragraph any special responsibilities as entitles him or her to a Special Responsibility Allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with

that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

- (7) Payments in respect of Basic and Special Responsibility Allowances shall be made subject to paragraph (8) below, in instalments of one-twelfth of the amount specified in this scheme on the 20<sup>th</sup> of each month. Payments in respect of child and dependant care allowances shall be made only on receipt of a claim with receipted accounts for payments made.
- (8) Where a payment of one-twelfth of the amount specified in this scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph (6), he or she is entitled, the payment shall be restricted to such amounts as will ensure that no more is paid than the amount to which he or she is entitled.

## **2. WITHHOLDING AND REPAYMENT OF ALLOWANCES**

- (1) Where a member (or co-opted member) is suspended or partially suspended from his/her responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000, or regulations made under that part, any allowance payable to him/her in respect of the responsibilities or duties may be withheld by the Authority.
- (2) If a member (or co-opted member) ceases to be a member of the Authority or ceases to be entitled to receive an allowance for a period, any allowance payable to him/her in respect of the responsibilities or duties may be withheld by the Authority.
- (3) The Authority may require that such part of the allowance as relates to any such period be repaid to the Authority.

## **3. CO-OPTED MEMBERS – FINANCIAL LOSS ALLOWANCE**

A payment may be made to non-elected members/co-opted members for any loss of earnings or additional expenses (other than travelling or subsistence expenses) necessarily suffered or incurred in the performance of an approved duty as defined in paragraph 4(3) to this scheme. Co-opted members who represent charitable or voluntary organisations may claim an allowance as a contribution towards the cost that their employers have incurred in their absence, whilst they were carrying out an approved duty.

The allowances payable are as follows:

- (1) for a period of absence not exceeding 4 hours – £75.00.
- (2) for a period of absence exceeding 4 hours, but not exceeding 24 hours – £143.00.

#### **4. TRAVELLING AND SUBSISTENCE ALLOWANCES**

- (1) Travelling allowances may be claimed for expenditure on travelling necessarily incurred for a duty approved for this purpose. The current rates of travelling allowances are set out in the Schedule of Members' Allowances Rates issued by the Council.
- (2) Subsistence allowances may be claimed for expenditure on subsistence necessarily incurred for a duty specified as an approved duty. The current rates of subsistence allowances are set out in the Schedule of Members' Allowances Rates issued by the Council. Subsistence allowances are not payable to councillors for lunches taken within the County of Shropshire. (Working lunches and teas taken as part of a meeting are permissible where approved by the appropriate Chief Officer and paid for by the Council).
- (3) An approved duty for the purposes of this part of the Scheme is:
  - A meeting of the Executive
  - A meeting of a committee of the Executive
  - A meeting of the authority
  - A meeting of a committee or sub-committee of the authority
  - A meeting of some other body to which the authority make appointments or nominations
  - A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations
  - A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
  - A meeting of a local authority association of which the authority is a member
  - Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened

- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996
- Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees
- Any duty undertaken in connection with the discharge of the functions of the Council by virtue of holding the office of Councillor, or co-optee or Appointed Member.

(4) Exceptions are as follows:-

- (i) Attendance at conferences unless approved in advance by the Council, a Committee, Sub-Committee or Panel or a Chief Officer in consultation with the appropriate Chair/Portfolio holder.
- (ii) Any duty or activity undertaken by virtue of being a School Governor.
- (iii) Any duty or activity undertaken primarily for party political purposes as opposed to the discharge of the Council's functions.
- (iv) Meetings with individual or groups of electors to discuss constituency issues which are covered by the Basic Allowance with the exception of approved surgeries.

(5) When it is necessary for the Chairman of the Council to be accompanied at official engagements by his/her consort the Chairman may submit a claim for his/her consort's reasonable expenses, other than subsistence, subject to the prior approval of the Chief Executive.

## **5. ATTENDANCE AT CONFERENCES**

Travelling and subsistence allowances may be paid for attendance at conferences provided that:

- (i) the conference has not been organised by any person or body who is doing so by way of trade;
- (ii) the conference has not been organised by anybody whose objects are wholly or partly political;
- (iii) the purpose of the conference is to discuss matters which, in the

Council's opinion, relate to the interests of their area, or part of it, or to the inhabitants of their areas, or some of them;

- (iv) any attendance at a conference has been authorised by the appropriate Committee or Sub-Committee or officer prior to the conference taking place, either as a standing arrangement for recurring, established conferences or by way of a specific resolution for other conferences;
- (v) on any occasions when insufficient notice is available to enable a Committee approval to be obtained, attendance is authorised by the Chief Officer, after consultation with the Chair of the Committee or Sub-Committee concerned.

## **6. CLAIM FORMS**

All members have been sent a supply of claim forms. Further supplies are available from Democratic Services on request.

Completed claim forms should be returned to Democratic Services within two months of the date of the meeting in respect of which the entitlement to the allowance arises and allowances will be paid on those claims on the 20<sup>th</sup> of each month.

Members are reminded that responsibility for the accuracy and propriety of claims rests with the individual member making a claim. Reliance is placed by the Council on the declaration signed by the claimant on each claim form.

## SCHEDULE 1

### SHROPSHIRE COUNCIL ALLOWANCES SCHEME 1 APRIL 2013

		£	Multiplier
<b>BASIC ALLOWANCE</b>	(74)	11,514.00	
<b>SPECIAL RESPONSIBILITY ALLOWANCES</b>			
Chairman of Council/Deputy Speaker	(1)	8,635.50	(0.75)
Speaker/Vice-Chairman	(1)	8,635.50	(0.75)
Leader of Council (inc Group Leader)	(1)	23,028.00	(2)
Deputy Leader of Council + Portfolio Holder	(1)	14,392.50	(1.25)
Executive Members (Portfolio Holders)	(7)	11,514.00	(1)
Deputy Portfolio Holders	(6)	5,757.00	(0.5)
Opposition Group Leader(s)	(2)	5,757.00	(0.5)
Chairmen of Scrutiny Committee(s)	(5)	11,514.00	(1)
Chairman of Area Planning Committees	(3)	5,757.00	(0.5)
Vice Chairman of the Area Planning Committees	(3)	1,439.25	(0.125)
Chairman of Strategic Licensing Committee	(1)	2,878.50	(0.25)
Chairman of Licensing Sub-Committee / Vice Chairman of the Strategic Licensing Committee	(1)	2,878.50	(0.25)
Chairman of Audit Committee	(1)	5,757.00	(0.5)
Chairman of Pensions Committee or Vice-Chairman of Pensions Committee	(1)	2,878.50 1,439.25	(0.25) (0.125)



## SCHEDULE OF MEMBER ALLOWANCES RATES AT 1 APRIL 2013

### 1. TRAVELLING ALLOWANCES

#### (a) CAR

Mileage allowance (regardless of engine size):..... 45 p

Passenger allowance: ..... 3 p

#### BICYCLE

Mileage allowance: ..... 45 p

#### (b) TRAIN

Normally Councillors are entitled to claim: SECOND CLASS fare, reservation and left luggage expenses as well as the cost of getting to the station. However, FIRST CLASS fare may be claimed for a particular journey which has been specifically authorised by the Chief Executive. All receipts must normally be attached to claims.

*(Tickets can be obtained via the Members' Secretariat, on the Council's Contract, which allows discounts to be obtained)*

#### (c) TAXI

Councillors are entitled to claim:

- the fare and reasonable gratuity where the need to travel is URGENT or
- where no public transport is reasonably available
- the appropriate public transport fare (e.g. bus fare) in other cases

Additional expenses can be claimed for the actual cost of parking. All receipts must normally be attached to claims.

### 2. SUBSISTENCE ALLOWANCES

#### (i) Breakfast Allowance

Payable in respect of absence from home for at least  
4 hours, before 11.00 am ..... **£4.95**

- (ii) Lunch Allowance-**Restricted-out of county duties only**  
Payable in respect of absence from home for at least 4 hours, including the whole of the period 12 noon to 2.00 pm ..... **£6.77**
- (iii) Tea Allowance  
Payable in respect of absence from home for at least 4 hours, including the whole of the period 3.00 pm to 6.00 pm ..... **£2.67**
- (iv) Evening Meal Allowance  
Payable in respect of absence from home for at least 4 hours, ending after 7.00 pm ..... **£8.38**

- NOTE:**
- (i) Tea and Evening Meal Allowances will not be paid in respect of the same evening.
  - (ii) These are **maximum** allowances up to which Members can reclaim the actual cost incurred. All receipts must normally be attached to claims.

Claims can be made where overnight absences from the usual place of residence exceed 24 hours. The following maximum cash limit for allowances apply:

- visits to London or where attending a national conference **£145.00 (excl VAT)**
- all other cases ..... **£120.00 (excl VAT)**

- NOTE:**
- (i) The Council has an inclusive arrangement for bed, breakfast and an evening meal with a small number of London hotels. See the Members' Secretariat for details.
  - (ii) The above rates will be reduced by the appropriate amount where a meal is provided by a local authority or other body.
  - (iii) When staying overnight Members are able to determine the amount spent on bed, breakfast and evening meal as long as together these do not exceed the cash limit as stated above.
  - (iv) These are also **maximum** allowances up to which Members can reclaim the actual cost incurred. Receipts must normally be attached to claims in order that the substantial VAT element of the charge can be reclaimed (unless the booking is made through the Members' Secretariat).

### 3. SPECIAL RESPONSIBILITY ALLOWANCE

Special Responsibility Allowances are in accordance with the Schedule of the Shropshire Council Members' Allowances Scheme. One twelfth of the annual allowance is payable each month and will be paid automatically to all qualifying Councillors.

#### 4. BASIC ALLOWANCE

All Councillors are entitled to an annual allowance of £11,514.00. This will be paid automatically, in equal monthly instalments to all elected Councillors each month unless the Member formally indicates in writing that he/she does not wish to receive it **£959.50 per month**