

MEMBERS' SCHEME OF ALLOWANCES

This Scheme of Members' Allowances for Rochford District Council was agreed by the Full Council on [date to be inserted]

The scheme be will reviewed every four years and will be subject to an annual index-linked uplift in line with the NJC pay award for local government officers.

1. Basic and Special Responsibility Allowances

- 1.1 A basic allowance is payable to all Councillors as set out in the table below. No claim is required.
- 1.2 In addition, special responsibility allowances are payable to those Councillors holding the offices set out in the Table below. These are paid in equal monthly instalments and no claims are required.
- 1.3 A Councillor who does not wish to receive all or part of their basic and/or special responsibility allowances may give notice in writing to the Chief Executive. The notice can be withdrawn (in writing) at any time and the allowances will be reinstated from the date of that second notice.
- 1.4 Basic and special responsibility allowances accrue on a daily basis and are payable from the date on which the Councillor takes office and will cease on the date on which the office ends.
- 1.5 These allowances count as earnings for Income Tax and National Insurance and the appropriate deductions will be made.
- 1.6 The link between increases in officers' pay and increases in Members' allowances is to be maintained so that any annual pay increases applied to officers' pay will be similarly applied to Members' allowances.
- 1.7 The number of special responsibilities allowances claimable by any one member will be restricted as follows:
 - (a) A maximum of 2 special responsibility allowancesPlus
 - (b) A group leader's allowance (where applicable)

Table of Member Allowances

Element	Multiplier	Value
Basic Allowance	1	£5,820.00
Special Responsibility Allowances:		
Chairman of the Council	1	£5,820.00
Vice-Chairman of the Council	0.5	£2,910.00
Leader of the Council	1	£5,820.00
Deputy Leader of the Council	0.5	£2,910.00
Development Committee Chairman	0.75	£4,365.00
Development Committee Vice-Chairman	0.15	£873.00
Committee Chairman (all other committees)	0.5	£2,910.00
Committee Vice-Chairman (all other committees)	0.1	£582.00
Independent Member of the Audit Committee	n/a	£1,250.00
Other Independent Persons	0.1	£582.00
Opposition Political Group Leader 2-5 Members	0.125	£727.50
Opposition Political Group Leader 6-10 Members	0.25	£1,455.00
Opposition Political Group Leader 11 + Members	0.5	£2,910.00

2. Travelling and Subsistence Allowances for Members and Independent Persons

- 2.1 Travelling and subsistence allowances may be claimed by Councillors, Co-opted Members and Independent Persons to reimburse expenses that they have necessarily incurred in the performance of an approved duty.
- 2.2 Claims must be made via the online Itrent system accessible from the Council's Intranet. Guidance on using the system may be obtained from the Democratic Services Team. The claims must provide full and clear details of the duties to which they relate. Claims should be made regularly and not allowed to accrue for several months and will only be paid a maximum of 3 months following the date of the duty.
- 2.3 The current rates of these Allowances are shown below.
- 2.4 The definition of an approved duty for this purpose is shown below. An essential consideration is that the duty must be approved in advance of its performance. All formal meetings of the Council and Committees are so approved.
- 2.5 A profit element may occur; a P11D will be used if applicable in the following June. Subsistence allowances will be taxed where receipts are not produced.

Travelling Allowances

- a) Public service transport — the actual costs incurred. Travel by rail should be by standard class. Payment will be made on production of a receipt.
- b) Taxi fares - in cases of urgency or where no public transport is reasonably available, the actual fare and any reasonable gratuity paid, on the production of a receipt. Otherwise, payment will be limited to the appropriate fare for travel by public transport.
- c) Members' own vehicles - a single payment irrespective of engine capacity of 45p per mile for cars (this rate does not attract tax up to a maximum of 10,000 miles); 24p per mile for motor cycles and 20.0p per mile for bicycles.
- d) The above rates are equal to those currently approved by the HMRC, and as of 6 April 2016 are exempted from tax and National Insurance contributions for all miles travelled in Members' own vehicles. Travel allowance rates will be varied in line with future revisions to HMRC statutory mileage rates.
- e) Carriage of passengers - the rates specified in (c) above may be increased in respect of the carriage of passengers, not exceeding four, to whom a travelling allowance would otherwise be payable under any enactment, by 5p per mile per passenger.
- f) Tolls, ferries and parking fees — the actual fees paid, and payment will be made on production of a receipt.
- g) Other modes of travel - prior approval from the Proper Officer is required for travel by air. Payment will be made on production of a receipt.

Subsistence Allowances

- a) Subsistence allowances, will be payable to Council members who are prevented by their official duties from taking a meal at their home, administrative centre or establishment where they normally take their meals, and thereby incur additional expenditure. The amount which can be claimed is the actual cost of the meal up to the limits set out in the subsistence policy for staff.
- b) The booking of Conferences, accommodation and travel arrangements for Members which have been approved will continue to be coordinated by Council Officers, where possible, to maximise any discounts that can be achieved.

3. Dependent Carers' Allowances

- 3.1 An allowance is claimable for costs the costs of the care of child or adult dependents whilst Members are undertaking approved duties. Actual costs of the care may be claimed to a maximum of:

- a) £15 per hour for child dependents
- b) £21.60 for adult dependents.

3.3 Payment of the Dependant Carers Allowance is subject to the production of a receipt.

4. Co-Opted Members of the Council

4.1 Co-opted Members will be entitled to allowances as set out in this Scheme of Allowances or as set out in any decision notice by the Council or Committee in confirming their appointment.

5. Additional notes

5.1 Basic and Special Responsibility Allowances and Co-optee Allowances are subject to Income Tax under the PAYE system and to National Insurance deductions.

5.2 HMRC may consider claims for tax relief for expenses incurred as a Councillor or Co-optee and may require reasonable proof of those expenses. For further information please visit the HMRC website.

5.3 National Insurance contributions will be deducted when the allowances payable in any month exceed the prescribed threshold. You will be exempt from paying National Insurance once you have reached the state pension age.

5.4 The receipt of these allowances can affect entitlements to benefits and they must be disclosed as income when claiming Housing Benefit and other means tested benefits.

5.5 A record of all claims and payments is maintained and is open to public inspection. A record of the payments made to each Councillor and Co-opted Member will be published quarterly on the Council's website.

5.6 Councillors and Co-opted Member must remain responsible for the accuracy of their own claims.

6. Approved duties

6.1 The duties for which travelling and subsistence allowances may be claimed are set out below. Effectively, the rules are designed to allow claims for travel and subsistence where appropriate for any formal duty carried out on behalf of the District Council:

- a) Attendance at any meeting of the Council and its Committees, Joint Committees, Sub-Committees, Panels and Working Parties, where a Councillor is a Member of that Committee or acting as a Substitute Member, provided that

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the meeting is formally established and arranged in advance and is open to at least two Councillors. (The exception to this would be where the Chairman of the relevant Committee, Joint Committee etc. has specifically extended an invitation to non-Members of the Committee to attend).

- b) Attendance at meetings of any outside bodies, or committees and sub-committees of those bodies, provided the member has been appointed as the Council's representative, either ad hoc or on a continuing basis and no other arrangements exist for the payment of expenses to the Members of that body.
- c) Meetings and engagements undertaken by the Leader of the Council, Deputy Leader through the course of their duties and as part of their specific roles and responsibilities.
- d) Leader/Deputy Leader of the Opposition Groups where meetings have been called by the District Council/officers and where the Opposition Leader(s) have been invited to attend for specific meetings for consultation purposes.
- e) Attendance at meetings of Town and Parish Councils within a Member's Ward, which the member attends as a representative of the District Council.
- f) Attendance at any meeting or event, including site visits, at the invitation of the Chief Executive or an Officer authorised by the Chief Executive to assist with the functions of the Council.
- g) Attendance at official and courtesy visits of a civic nature within the United Kingdom at the request of the Chief Executive or an Officer authorised by the Chief Executive.
- h) Attendance at conferences, seminars and meetings which relate to the interests of the district or any section of the local community and for which the Council has appointed the member as a delegate or where the conference fees are paid under a general authorisation.
- i) Attendance at any training courses/Member briefings at the invitation of the Chief Executive or an officer authorised by the Chief Executive or where such training is arranged by the Council, a Committee or Sub-Committee.
- j) Attendance at consultative and/or informative meetings approved by the Council, a committee or sub-committee with groups or local taxpayers to discuss Council business.
- k) Attendance at Court, Inquiries or Tribunal hearings on behalf of the Council where attendance is requested by the Chief Executive or an Officer authorised by the Chief Executive.
- l) Attendance at meetings, forums, panels and task groups of the Local Government Association. (Note: where a member has been appointed in a representative role on behalf of the LGA such claims will be reimbursed by the LGA).

NOTE: Party political meetings and election hustings are specifically excluded from this Scheme, and travel expenses will not be paid under the Rochford District Council Members' Allowances Scheme for these meetings.