

REDDITCH BOROUGH COUNCIL

SCHEME OF MEMBERS' ALLOWANCES 2010/11

The Members' Allowances Scheme (the Scheme) was agreed at Council on and came into effect on

It sets out details of the duties eligible for payment, the amounts payable and administrative matters relating to making claims, etc. The Council is empowered to remunerate Members primarily under the Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations). These regulations require the Council to have regard to the recommendations made to them by an Independent Remuneration Panel. The Council has adopted a Scheme of Allowances recommended by the Independent Remuneration Panel. The Scheme is reviewed annually and the Scheme for 2010/11 includes the following:

1. **Basic Allowance**

A basic allowance, payable to ALL Members of the Council, as set out in Schedule 1 to the Scheme. This is a flat rate payable regardless of duties and is intended to reflect both the Ward role of Members and attendance at meetings on Ward and Council business, and to cover additional costs arising from such items as telephone calls, mileages for non approved Council duties, or any other relevant out-of-pocket expenses.

2. **Special Responsibility Allowance**

In addition to the Basic Allowance, Special Responsibility Allowances (SRA's) are payable in respect of duties listed below and in specific detail in Schedule 2 to the Scheme.

- Leader of the Council / Chair of Executive Committee
- Deputy Leader of the Council / Vice-Chair of Executive Committee
- Leader(s) of "Minority" Groups
- Ordinary members of the Executive Committee / Portfolio Holders

- Chair of Overview & Scrutiny Committee
- Ordinary members of the O&S Committee / Task Group Chairs

- Chair of Planning Committee
- Vice Chair of Planning Committee
- Chair of Licensing Committee
- Vice Chair of Licensing Committee

- Council-appointed representatives to major outside bodies (namely LGA and WMLGA)

There is no limit on the number of Special Responsibility Allowances payable to any one Member / no ceiling on total permitted SRA to be paid.

Independent Members of the Standards Committee

A person who is not an elected Member of the Council, but who holds a position as an Independent Member of the Standards Committee is also entitled to a Special Responsibility Allowance, see Schedule 3, plus attendance payment at the same rate as Council Officers' attendance allowance (currently £27.15 per meeting).

Independent Remuneration Panel

A person who is a member of the Independent Remuneration Panel is entitled to receive an attendance payment at the same rate as Council Officers' attendance allowance.

Mayoral Allowances

For ease of reference, the annual allowances (paid in arrears monthly pro rata), to the Mayor and Deputy Mayor are also set out in Schedule 3.

3. Part Year Entitlement to Allowances

Where a Councillor is elected or resigns part way through the year, the amount of Basic Allowance is calculated on a pro rata basis. The same principle is used in relation to Special Responsibility Allowances where an SRA is taken up or relinquished part way through the year.

Suspension

Where a Councillor is suspended or partially suspended from their responsibilities or duties as a member of the Authority, owing to a breach of the Code of Conduct, the basic allowance payable in respect of the period for which they are suspended or partially suspended will be withheld, and any Special Responsibility or travelling and subsistence allowance payable to them in respect of the responsibilities or duties from which they have been partially or wholly suspended will also be withheld. The person will also be required to repay any allowances which they have already been paid in respect of any period during which they have:

- (a) been suspended or partially suspended due to a breach of the Code of Conduct;
- (b) ceased to be a member of the Council; or
- (c) been in any other way not entitled to receive the allowance in respect of that period.

4. Renunciation of Allowance(s)

A Councillor may, by giving written notice to the Members' Services Officer choose to forego all or part of an allowance under this Scheme.

(A Councillor may also choose to donate all or part of his / her entitlement to allowances under this Scheme to registered charities of his / her choice. A request to make such an arrangement should be made in writing to the Members' Services Officer.)

5. Additional Provisions

In addition to the Scheme, the following allowances and expenses are also payable.

Travel Expenses

Mileage can be reimbursed at a flat rate of 40 pence per mile, claimable only for "approved duties" (as detailed in Schedules 4 & 6). Basic and Special Responsibility Allowances are intended to cover other mileages incurred.

Public transport costs can be reimbursed on production of receipts, again claimable for "approved duties" only.

Subsistence

Subsistence payments are also available for Councillors where they are away from home and unable to make their own arrangements. It is intended to reimburse a Councillor for the **actual** expenditure incurred (up to current prescribed limits), dependent on the time of day that the duty took place. Payment can only be made on the submission of a receipt with the claim. The duties for which a payment is made are set out in Schedule 5.

Dependent Carer's Allowance

The Dependent Carer's Allowance is intended to provide support to a Councillor with responsibilities for childcare (under age 16) or a dependent relative when attending meetings of the Council. The allowance is to cover reasonable and legitimate costs on submission of receipts. Payments are for the actual time that a carer is employed and therefore includes the travelling time of a Councillor to and from a meeting. Applications should be made to Members' Services.

6. Administrative Procedures

6.1 Payment of Allowances

Payments for Basic and Special Responsibility Allowances are made through the Council's Payroll Team using the Bank Automated Clearing System (BACS).

Payments are made on a monthly basis on 15th of each month. ('Lump Sum' payments are not permitted, as this incurs additional costs to the Council.)

Following election, a Councillor should provide to Members' Services the following details as soon as possible in order that payments can be set up on the system:

<ul style="list-style-type: none">• name of bank account to which allowance is to be paid	<ul style="list-style-type: none">• National Insurance number
<ul style="list-style-type: none">• bank account and sort code details	<ul style="list-style-type: none">• date of birth

The Members' Services Officer should be notified of any changes to personal or banking details as soon as possible. Telephone: (01527) 534098.

6.2 Claims for Expenses

Claims have to be made in respect of Travel and Subsistence and Dependent Carer's Allowances. Claim forms for travel and subsistence are issued mid-monthly by Members' Services and should be completed and returned by the end of that month (or sooner) for payment in the following month. Claims for Dependent Carer's Allowance should be made to Members' Services (tel: 01527 534098).

Claims over two months out of date will not normally be paid, other than in exceptional circumstances. Any such late claims will require the special authorisation of the Chief Executive Officer.

6.3 Queries over Entitlement

A claim that is not within the agreed criteria in this Scheme will not be paid and will be referred back to the Member for further clarification. If a Member disagrees with a decision not to pay a claim, he or she may appeal in writing to the Head of Legal, Equalities and Democratic Services).

6.4 Tax and National Insurance Implications

Basic, Special Responsibility and Dependent Carer's Allowances are taxable and may be liable to NI contributions if the monthly threshold is exceeded.

Mileage rates are not taxable below the current Inland Revenue rate.

Members' Allowance payments may affect entitlement to certain State Benefits. Any Councillor affected by this should discuss this with the Benefits Office. For more details on the implications of payments on tax and benefits for Members, please contact Member Services for general information and Payroll for specific payment information.

6.5 Publicity of the Scheme

A record of all payments made to Councillors under the Scheme for the preceding financial year is kept by Members' Services and is available for Members and

public inspection during working hours. The Scheme is also published on the Council website (www.redditchbc.gov.uk).

Members can check on payments made to them during the current financial year by contacting Members' Services on 01527 534098.

The Regulations require that the Members' Allowances Scheme for the current year, together with the payments made to Members during the previous year, are publicised annually. To satisfy this requirement, details of all payments made will be published on the Council website. These details will also be circulated to the local press and local library.

6.6 Member Support Budgets

The Member Support Budgets comprise a personal budget for each Member and a central budget which is held by the Member Services Officer (Schedule 7).

6.7 Future Revisions to the Scheme

The attached Schedules setting out the amounts payable can be updated separately from the Scheme and re-circulated to Members following any increases agreed by the Council. The complete Scheme will be re-circulated following any agreed policy changes.

REDDITCH BOROUGH COUNCIL

SCHEME OF ALLOWANCES FOR 2010/11

SCHEDULE 1

(figures rounded to nearest £)

BASIC ALLOWANCE PAYABLE TO EACH MEMBER OF THE COUNCIL

NB: Column 1 figures are as at 2009/10 as no increase has been agreed for 2010/11. Allowance has been made in the budget for a notional 1% increase in line with the recommendation of the Independent Remuneration Panel.

BASIC ALLOWANCE NB: above	x HOW MANY	DESCRIPTION
£3,316	29	Payable to each member of the Council

SCHEDULE 2 - POSITIONS DEEMED TO CARRY SPECIAL RESPONSIBILITIES AND THE AMOUNTS PAYABLE

SPECIAL RESP ALLOWANCE	x HOW MANY (subject to Annual Meeting decisions 24/5/10)	DESCRIPTION
£6,631	1	Leader of the Council / Chair of Executive Committee
£4,641	1	Deputy Leader of the Council / Vice-Chair of Executive Committee
£1,030	2	Minority Group Leader(s)
£1,061	3	Each "ordinary" Executive Committee member (excludes: Chair and Vice-Chair ; and Portfolio Holders.)
£1,545	6	Portfolio Holders (includes Exec Panel Chair role)
£1,327	0	Executive Panel Chairs - if not Portfolio Holders - payable in arrears from first meeting of relevant Panel.

SPECIAL RESP ALLOWANCE	x HOW MANY	DESCRIPTION
£1,989	1	Chair of Overview & Scrutiny
£1,061	8	Overview & Scrutiny "Ordinary Members" <i>(same as "ordinary" Exec Member)</i>
£3,182	1	Chair of Planning
£1,061	1	Vice-Chair of Planning
£1,327	1	Chair of Licensing Committee (1)
£266	1	Vice-Chair of Licensing Committee
£266	4	LGA & General Assembly LGA Rural Commission LGA Urban Commission WMLGA Council

SCHEDULE 3 – INDEPENDENT MEMBERS OF STANDARDS COMMITTEE

SPECIAL RESP ALLOWANCE	x HOW MANY	DESCRIPTION
£266	1	Independent Chair of Standards Committee
£104	2	Independent Members of Standards Committee

SCHEDULE 4 - TRAVEL EXPENSES

MILEAGE	Will be reimbursed against claim form in respect of approved duties at 40 pence per mile (current Inland Revenue cut off)
PUBLIC TRANSPORT	Will be reimbursed in respect of approved duties upon submission of receipts.

SCHEDULE 5 - SUBSISTENCE

MEALS	Actual expenditure incurred (up to prescribed limits) will be reimbursed, dependent on the time of day that the duty took place, in respect of approved duties and on the submission of a receipt with the claim.
OVERNIGHT STAYS	

SCHEDULE 6 – APPROVED DUTIES

An approved duty is one where a Councillor is required by virtue of his / her appointment(s) at the Council's Annual Meeting, to attend a meeting(s) or is requested by Officers to attend a meeting.

It does not include Ward or Party Group meetings.

SCHEDULE 7 - PERSONAL SUPPORT BUDGET

AMOUNT OF ALLOWANCE	PERSONAL SUPPORT BUDGET (no of recipients)	DESCRIPTION
£300	29 (Plus share of £5,800 held centrally by Member Services Officer)	Members' Personal Support Budget for Training & Development and / or Equipment support (control maintained by Members' Services Officer).