

PART 6 MEMBERS' ALLOWANCES SCHEME

STROUD DISTRICT COUNCIL
MEMBERS' ALLOWANCES SCHEME

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

1. This scheme may be cited as the Stroud District Council Members' Allowances Scheme.
2. The scheme is based upon the recommendations contained in the report of the Independent Remuneration Panel. In this scheme,

"Councillor" means a Member of Stroud District Council who is a Councillor;

"year" means the 12 months ending on 31 March.

Basic Allowance

3. Subject to paragraph 7, for each year a basic allowance of £4,616 shall be paid to each Councillor. The up rated Basic Allowance of £4,616 (previously £4,460) is inclusive of IT consumables and telephone call allowance and will replace the claiming of printer cartridges, telephone calls and broadband rental.

Note: This allowance is indexed linked to the annual percentage increase applicable to Officers salaries as agreed each year by the NJC and is implemented from the date of the Council AGM that is applicable.

Special Responsibility Allowances

4. (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) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

(c) Each Member, except the Group Leaders, may only receive one special responsibility allowance.

Note: Council in May 2009 agreed that Special Responsibility Allowances be frozen at 2008/09 levels.

Co-optees Allowance

5. Co-optees on the Standards Committee shall be entitled to receive an allowance of £458 per annum. They shall also be eligible to receive the payment for the Care of Dependants as it applies to Councillors. The Chair of the Standards Committee shall be entitled to receive an annual co-optees allowance of £2,006, subject to an annual index.

Note: These allowances are indexed linked to the annual percentage increase applicable to

Officers salaries as agreed each year by the NJC and are implemented from the date of the Council AGM that is applicable.

Payment for the Care of Councillors' Dependants

6. (a) Councillors and co-optees on the Standards Committee shall be reimbursed, up to a maximum limit of £1,200 per year, for costs actually incurred in providing care for any of the following who are at the time part of the claimant's household living with him/her and who would normally be looked after by him/her, whilst the claimant is undertaking an "approved duty":-
- children under the age of 14
 - elderly persons (aged 60 and over)
 - people with disabilities
 - people with learning difficulties
- (b) In addition to living as part of the claimant's household the dependant must be unable to be left unsupervised by the carer.
- (c) The carer must not be someone who also ordinarily lives with the claimant as part of the household.
- (d) For the purposes of (a) above:-
- (i) "approved duty" would be a duty under the Council's scheme as shown in Schedule 2 to this scheme.
 - (ii) Cost incurred will be reimbursed subject to receipts being submitted.
- (e) The claimant must register they have a dependant child with them under the age of 14 or an elderly person aged 60 and over. The claimant must produce a receipt for payments he/she has made to the carer (this may be a family Member not normally resident at the Member's home address) and must sign a certificate which, amongst other things, will state that the costs were properly and necessarily incurred in the course of, or to permit, him/her undertaking his/her duties as a Councillor or a co-opted Member of the Standards Committee.

Renunciation

7. A Councillor or a co-opted member of the Standards Committee may by notice in writing given to the Proper Officer elect to forego any part of his entitlement to an allowance under this scheme.

Part-year Entitlements

8. (a) The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowance 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.
- (b) If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to

each of the periods:-

- (i) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
- (ii) 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.

- (c) If an amendment to this scheme changes the duties specified in schedule 2 to this scheme the entitlement shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- (d) 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 to such part of the 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.
- (e) Where this scheme is amended as mentioned in sub-paragraph 8(b), and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (b)(i), 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.
- (f) 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.
- (g) Where this scheme is amended as mentioned in sub-paragraph (b), and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (b)(i) of that paragraph any 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 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.

Claims

- 9. (a) All claims under this scheme shall be made in writing on the prescribed form attached as Schedule 6 to this Scheme and submitted to Democratic Services within two months of the date of the meeting in respect of which the entitlement arises.

- (b) All claims shall include, or be accompanied by, a signed statement by the Councillor certifying that the claim is correct and is in accordance with the Council's Constitution and that he or she is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the scheme, and appropriate receipts shall be provided.
- (c) The procedure for processing all claims under this Scheme is set out in the attached Schedule 6 to this Scheme.

Payments

10. (a) Payments shall be made

- (i) in respect of basic and special responsibility allowances, in monthly instalments on the fifteenth day of each month.
 - (ii) in respect of other payments on the fifteenth day of each month in respect of claims received up to the 20th day of the previous month, or if that is a non-working day, by the next working day thereafter.
- (b) Where a payment of one-tenth 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 amount as will ensure that no more is paid than the amount to which he or she is entitled.

Suspension of Allowances

11. If a Member is suspended from acting as a Councillor or a Member of the Council after being found to be in breach of the Code of Conduct then the Standards Committee may suspend in whole or in part the allowances payable to that Member. This provision shall also apply to travelling and subsistence allowances and other allowances/reimbursements. In addition, where a suspension has already been served (but only confirmed after adjudication) the Council shall require the Member to repay any allowances received during that period.

Proper Officer

12. The Proper Officer for all purposes in connection with this scheme shall be the Chief Executive. In the absence of the Chief Executive the Head of Communications shall be the Proper Officer.

Administration of the Scheme

13. The Democratic Services team shall administer this Scheme but without affecting the scope of the Chief Executive to approve requests made in accordance with this Scheme. Where the Democratic Services team are unable to agree a claim with a Member it shall be referred to the Proper Officer for determination.

Publicity

14. (a) The Council is required to make arrangements for the publication of its scheme within its area. To this end a copy of the current scheme is available for inspection

by Members of the public at the Council Offices, Ebley Mill, Westward Road, Stroud, Glos, GL5 4UB, and on the Council's Website at www.stroud.gov.uk.

- (b) The Council is also required to publish details, as soon as reasonably practicable after the end of a financial year, of the total payments made in that year to each Member by way of basic allowance, special responsibility allowance, dependant carers allowance, travelling & subsistence allowance and co-optees allowance together with actual reimbursements incurred.

The Council wishes full transparency of Member expenses and will publish on www.stroud.gov.uk:

Monthly – all costs incurred on behalf of or claimed by Members:

- Basic allowance
- Special Responsibility allowance
- Dependant Carers allowance
- Co-optees allowance
- Travelling & Subsistence allowance
- IT equipment contribution
- Courses & seminars
- Accommodation
- Mobile phone
- Civic functions

Annually – the total number of meetings in the Civic Timetable at which Members have been summoned to attend together with their actual attendance.

Pensions

15. None of the allowances within this Scheme are pensionable.

Schedule 1

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Civic Allowance

| | |
|-----------------------|-------|
| Chair of Council | 7,158 |
| Vice-Chair of Council | 2,387 |

Special Responsibility Allowances

The following are specified as the Special responsibilities in respect of which special responsibility allowances are payable:-

| | |
|--|----------|
| Leader of the Council | 16,397 |
| Deputy Leader of the Council | 10,837 |
| Cabinet Member | 9,863 |
| Chair of Scrutiny Committee | 4,704 |
| Vice-Chair of Scrutiny Committee | 918 |
| Chair of Development Control Committee | 4,704 |
| Vice-Chair of Development Control Committee | 918 |
| Chair of Housing Management Forum | 2,694 |
| Vice-Chair of Housing Management Forum | 516 |
| Chair of Licensing and Regulation Committee | 3,593 |
| Vice-Chair of Licensing and Regulation Committee | 719 |
| Chair of Audit Committee | 4,704 |
| Vice Chair of Audit Committee | 918 |
| Group Leader (per group Member) | 120.58 |
| The Leader of the main opposition Group | 3,279.40 |

NOTE: Each sum shown above is an annual figure and where appropriate this will be apportioned on a daily basis.

NOTE: Where there are two or more main Opposition Groups of equal size the standard element of the main Opposition Group Leader's SRA should be divided between those Group Leaders equally.

Schedule 2

Travelling and Subsistence Approved Duties

1. The following are specified as "Approved Duties" under this scheme:-
 - (a) Attendance, by right of membership, at formal properly convened meetings of bodies which are part of the Council's Committee structure to include:-
 - (i) Meetings which are part of the Civic Timetable (including programmed Members' Training and Development);
 - (ii) Extraordinary or special meetings of any of those bodies;
 - (iii) Meetings of any advisory committee or panel organised by the Council;
 - (iv) Attendance at any policy seminar arranged by the Council;
 - (v) Attendance at any training event organised by the Council;
 - (vi) Any other meeting organised by the Council, the attendance at which has been approved in accordance by either the Chief Executive or Head of Communications will be listed on www.stroud.gov.uk under Council & Democracy.
 - (b) Attendance as an approved representative at:-
 - (i) Appraisal meetings for Senior Council staff;
 - (ii) Meetings of Local Authority Associations;
 - (iii) Conferences where prior approval has been given in writing by either the Chief Executive or Head of Communications;
 - (iv) Other particular attendances of a similar nature where prior approval has been given in writing by either the Chief Executive or Head of Communications.
(This last category is intended to cover full day events which council expects Members to attend.)
 - (c) Other attendances as follows:-
 - (i) Attendance at briefing meetings preceding formally convened meetings of the Council, Cabinet, Committees, Panels and Working Groups;
 - (ii) Attendance at a gathering of Members to which candidates are asked to make presentations where this has been approved in writing in advance by either the Chief Executive or Head of Communications.
 - (iii) Attendance as an appointed Council representative at formal meetings convened by other local authorities. Where the appointment has not been

approved by Council, each new attendance under this provision must be approved in writing by either the Chief Executive or Head of Communications.

- (iv) Annual visits by Members of the Housing Management Forum to the Council's Sheltered Housing Schemes.
 - (v) Attendance by Portfolio Holders at formal and informal meetings and at other events not specifically referred to above provided that such attendance is in connection with the discharge of the Council's functions.
 - (vi) Attendance by the Chair, Vice Chair or Leader at events as a representative of the Council where the prior approval in writing has been obtained from the Chief Executive or Head of Communications.
2. Any other duty approved in advance by either the Chief Executive or in his absence the Head of Communications for the purposes of, or in connection with, the discharge of the functions of the Council, Cabinet, Committees, Panels or Working Groups.

This includes:-

- (a) Attendance at Council premises or on site on the authority of the Council, Cabinet, Committees, Panels or Working Groups, or at the request of an Officer of the Council.
- (b) Attendance at meetings of outside bodies where the Member is appointed or nominated by the Council.

Members will qualify where they necessarily incur expenditure on travelling and subsistence for the purpose of enabling them to perform an "approved duty", as defined above.

Rates of travelling and subsistence allowances are decided by Council upon recommendation of the Independent Remuneration Panel and have been linked to annual increases to Officers until 2011, when they will be reviewed again.

One claim form is provided for Members on which they may claim travelling and subsistence allowances.

Where approval is required in writing, where possible it must be approved beforehand, and will be formally recorded and published on the Council's website: www.stroud.gov.uk, clearly showing the attendance event, Member attending, date/time, associated costs and the authorising officer.

Schedule 3

Travelling and Subsistence Allowances

(a) Public Transport

Requests for standard class rail tickets and any necessary underground tickets are to be made in writing to the Democratic Services team. Democratic Services will purchase the necessary tickets on a corporate procurement/credit card using the most cost effective route at that time.

The Civic Office may perform this function for the Chair and Vice Chair of Council and the Leader and Deputy Leader.

Note: Where exceptions are required to the above, a written request must be submitted to the Chief Executive or Head of Communications. All exceptions granted will be formally recorded and published on the Council's website: www.stroud.gov.uk, clearly showing the attendance event, Member attending, date/time, associated costs and the authorising officer.

(b) Taxi

Where public transport is not available within a reasonable distance or timeframe, the actual fare and any reasonable gratuity paid may be claimed with valid receipts. Claims are to be submitted on the claim form.

(c) Member's own solo motor cycle, or one provided for his/her use (From April 2009)

20p per mile regardless of size of engine

(d) Member's own private motor vehicle, or one belonging to a Member of his/her family or otherwise provided for his/her use, other than a solo motor cycle (From April 2009)

| | Per mile first 8,500 miles | After 8,500 miles |
|--|----------------------------|-------------------|
| cylinder capacity not exceeding 999 cc | 46.9p | 13.7p |
| cylinder capacity exceeding 999 cc but not exceeding 1199 cc | 52.2p | 14.4p |
| cylinder capacity exceeding 1199 cc | 65.0p | 16.4p |

If passengers are carried who would be entitled to travelling allowances the additional amount payable for each passenger (up to a maximum of 4) 5.0p per mile

Each Member to be given the option at the start of each Civic Year of claiming mileage at the HMRC rate (40p per mile) if they so wish.

Members wishing to exercise this option shall notify Democratic Services in writing.

(e) Cycle (From April 2009)

Journeys on Council business 20.0p per mile.

(f) Subsistence (From 1 April 2009)

Members who are required to work away from their normal office base on official business will be able to claim the following on production of a receipt.

| Duration of absence | Number of meals that can be claimed in any one day. |
|------------------------------------|---|
| Over 5 hours | 1 meal |
| Between 10-12 hours | 2 meals |
| More than 12 hours | 3 meals |
| Breakfast | £ 5.30 |
| Lunch | £ 7.20 |
| Tea | £ 2.80 |
| Evening meal | £ 9.10 |
| Out of pocket expenses (per night) | £ 4.20 |

The rates of subsistence specified above shall be reduced by an appropriate amount in respect of any meal provided free of charge by the Council or by any other body in respect of the meal or period to which the allowance relates.

When out of authority meetings are attended, accommodation, if necessary, must be pre-booked and paid for in advance by Democratic Services. Where meal costs are in excess of current rates, reasonable costs will be reimbursed, but only up to a maximum subsistence of £28.60 per day.

(g) Revision of Rates

Separate notification will be given from time to time of revisions of the allowances payable.

Schedule 4

Additional Items

IT Contribution

1. IT Equipment Contribution
A one-off taxable allowance of up to £390 towards the purchase of IT equipment to be owned, maintained and used by the Member for Council and personal use. The payment is available to Members in years 1, 2 & 3 of a four year term, and is valid only upon presenting valid receipts. An upfront payment can be provided in exceptional circumstances.

Note: At the point of introduction some Members will be in year 4 of their term. Those Members will be offered the continued use of a Council funded laptop.

Attendance at Parish Council Meetings in Members' Wards

A Member can claim travel expenses for 1 meeting per month for each Parish Council that he/she represents, when acting as a representative of Stroud District Council.

For example, if a Member represents 3 Parish Councils, then 3 meetings may be attended each month (one at each Parish).

Members are responsible for monitoring their attendance and for not exceeding the rules defined in this Scheme.

Schedule 5



Declaration of Dependants

I, _____, Councillor for

ward of Stroud District Council, declare that I have the following dependants:-

Name _____, Date of birth _____

Name _____, Date of birth _____

and wish to claim Dependants Allowance for their care whilst I am undertaking approved duties for Stroud District Council.

I will submit signed receipts for the costs incurred for their care.

Signed:

Date: