

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 £4,460 shall be paid to each Councillor.

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 Dependents 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 dependent 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 making the claim 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 7 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 Legal Services shall be the Proper Officer.

Administration of the Scheme

13. The Principal Democratic Services Officer or a Senior Democratic Services and Elections Officer shall administer this Scheme but without affecting the scope of the Chief Executive (or Head of Legal Services in his absence) to approve requests made in accordance with this Scheme. Where the Principal Democratic Services Officer or the Senior Democratic Services and Elections Officer are unable to agree a claim with a Member it shall be referred to the Proper Officer for determination. The Chief Executive, Head of Legal Services and Head of Policy and Communications are authorised to approve requests for payment passed to them by Democratic Services.

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, dependants' carers' allowance, travelling and subsistence allowance and co-optees' allowance together with actual reimbursements incurred.

Pensions

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

Schedule 1

£

Payments to Chair and Vice-Chair of Council

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 Forum	2,694
Vice-Chair of Housing 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 (20% of the Leader's SRA plus the Group Leader's SRA per group Member)	4,123

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

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 the following:-
 - Chief Executive and Chief Officers Terms/Conditions of Service Panel
 - Community Safety Panel
 - Joint Safety Committee
 - Members' Development Working Group
 - Policy Seminars
 - Social Housing Advisory Panel
 - Planning Strategy Advisory Panel
 - (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 Principal Democratic Services officer, Head of Policy and Communications or the Chief Executive;
 - (iv) Other particular attendances of a similar nature where prior approval has been given in writing by either the Principal Democratic Services Officer, Head of Policy and Communications or the Chief Executive.
(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 as part of the formal selection process for the Chief Executive and Directors' posts or as the Member(s) involved in the formal selection processes for Managers at Section Head level.
 - (iii) 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 Principal Democratic Services Officer, Head of Policy and

Communications or the Chief Executive.

- (iv) 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 Principal Democratic Services Officer, Head of Policy and Communications or the Chief Executive.
 - (v) Annual visits by Members of the Housing Forum to the Council's Sheltered Housing Schemes.
 - (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.
2. Any other duty approved by the Council 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.

Schedule 3

Travelling and Subsistence Allowances

(a) Public Transport

- (i) Second Class rail fare – (First Class travel will not normally be permitted). Requests for rail tickets and any necessary underground and station parking tickets are to be made in writing to the Principal Democratic Services Officer. Democratic Services will purchase the necessary tickets by a credit card facility made available to them for this purpose using the most cost effective method of purchase.)
- (ii) Plus the actual cost of seat or sleeping reservations but subject to the reduction by one-third of any subsistence payable for that night.

Note: The Chief Executive (or in his absence the Head of Legal Services) Shall approve exceptions to the above.

(b) Taxi

Where no public transport is available the actual fare and any reasonable gratuity. Receipts must be provided otherwise payment will not be made. Claims are to be submitted on the claim form,

Note: The Civic Office as part of their duties shall be responsible for the booking of accommodation, travel and taxis for the Chair and Vice Chair of the Council and the Leader of Council and Cabinet Members based on the requirements of this Scheme. Separate cost centre codes shall be established and used accordingly for the Chair and Vice Chair of Council and the Leader and Cabinet Members.

(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	42.9p	13.3p
cylinder capacity exceeding 999 cc but not exceeding 1199 cc	46.9p	13.6p
cylinder capacity exceeding 1199 cc	58.7p	15.8p

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 the Principal Democratic Services Officer in writing.

(e) Cycle (From April 2009)

Journeys on Council business 20.0p per mile.

(f) Subsistence (From 1 April 2009)

These can be claimed on the same basis as officers when they have to attend conferences, seminars etc and subsistence is not provided as part of the event. They cannot be claimed in any other circumstances.

(i)	Breakfast	£5.30
(ii)	Lunch	£7.20
(iii)	Tea	£2.80
(iv)	Evening meal	£9.10
(v)	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, where possible, meals and accommodation, if necessary, should be pre-booked and paid for in advance, via Democratic Services. Where this is not possible and costs are in excess of current rates, reasonable costs will be reimbursed, but only up to a maximum of £26.38 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 consumables – Printer paper, cartridges etc

Printer paper and other IT consumables to be provided by Members with one exception (below).

Members can claim up to a maximum of 6 printer cartridges per year to assist with the costs of printing out Council-related documents on their home Council-provided printers. Receipts to be attached to the monthly claim form.

Broadband

Where broadband is available the Council will install broadband for that Member and pay the monthly fee.

Where a Member is unable to connect to broadband then that Member can claim a maximum allowance of £15 per month towards the cost of a second telephone line for dial up internet services.

Telephone Allowance

All Members are able to claim a £12 monthly Telephone Allowance for all their Council-related calls regardless of itemised billings.

Attendance at Parish Council Meetings in Members' Wards

A Member can claim travel expenses for a maximum of 12 Parish Council meetings per Civic Year in their Ward when acting as a representative of Stroud District Council.

Quarterly Reports

There is no longer a requirement to provide Quarterly Reports. Instead, all Members will be provided with the opportunity to attach to their individual Council web page a personal statement in which they can cite their achievements and activities on an ad hoc and by choice basis.

The annual publication of allowances paid to individual Members will now also contain details of the total number of meetings in the Civic Timetable at which Members have been summoned to attend together with their actual attendance.

Enhancement for Attending Member Development Programme

There should be made available an annual Special Responsibility Allowance (SRA) of £250 per year payable in arrears to Members who attend an agreed number of Member Development and Training events each year. The number and definition of such events a Member must attend each year to qualify for this SRA should be identified by the Member Development Group. The defined programme however, must be beyond a notional commitment, i.e., one or two events each year.

However, the Members Development Working Group consider that such a proposal would be difficult to administer and not appropriate for the Council to implement at the present time due to the severe financial pressures which the Council is facing. On this basis this allowance is not currently paid.



Declaration of Dependents

I, _____, Councillor for _____ ward of
Stroud District Council, declare that I have the following dependents:-

Name _____, Date of birth _____

Name _____, Date of birth _____

and wish to claim Dependents 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:

APPLICATION FOR ATTENDANCE, TRAVELLING AND
REIMBURSEMENT OF EXPENDITURE FOR DISTRICT COUNCILLORS

I hereby claim traveling, and the reimbursement of expenditure for subsistence supported by original receipts of which the particulars are given overleaf.

I declare that I have necessarily incurred expenditure on traveling and expenses for the purpose of enabling me to perform approved duties for Stroud District Council, that I have actually paid the fares and made other payments shown overleaf and that the amounts claimed are strictly in accordance with the rates determined by the District Council.

I declare that this statement is correct. Except as shown overleaf, I am not entitled to receive remuneration in respect of matters to which this claim relates otherwise than under this scheme and I have not made and will not make another claim under any enactment for traveling expenses in connection with the duties which are the subject of this claim.

The claimed mileage was in connection with council business and I have a motor insurance policy that covers my liability for this business use.

Signed:

Date:

VAT

The council may recover any VAT element of expenses reimbursed. Receipts will either itemise VAT amounts, or indicate that amounts shown are VAT inclusive.

- (1) Show the expenses claimed net of VAT in the columns headed 'Expenses etc'.
- (2) Show the VAT amount in the final two columns.
- (3) The sheet should be totaled in the total boxes at the bottom of the 'Expenses etc' column to show the following: -

	£
VAT exclusive amount	2.00
VAT amount	0.35
Total Reimbursement claimed	2.35

PROCEDURE FOR THE PROCESSING OF CLAIMS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE SCHEME OF MEMBERS' ALLOWANCES

Paragraph 1 – 4 of this procedure shall be administered by Democratic Services. Paragraph 5 relates to the duties of the Civic Office.

1. All claims under the Scheme of Members' Allowances shall be made in writing on the form attached as Schedule 6 and submitted to Democratic services within two months of the date of the meeting in respect of which the entitlement arises. No other form or method of claiming is to be used.
2. The declaration on the reverse of the claim form shall be signed by the Councillor making the claim that the claim is correct and 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.
3. Claims should be submitted to Democratic Services by the 20th day of the month. Claims submitted after the 20th day of the month shall be processed for inclusion in the following month's payment. Payment will be made on the 15th day of the following month.
4. Upon receipt of all claims Democratic Services will:-
 - (a) Check that the claim has been completed in accordance with this Scheme, signed by the Councillor and is accompanied by the relevant receipts. Unsigned and/or incomplete claim forms will be returned to the Councillor concerned and claims will be deleted from the form where no receipts have been submitted. Any issues about a particular claim will be taken up with the Councillor concerned. Where the Principal Democratic Services Officer or the Senior Democratic Services and Elections Officer are unable to agree a claim with a Member it shall be referred to the Proper Officer for determination.
 - (b) As far as is reasonably practicable, Democratic Services will check that the Councillor attended the meeting/event claimed. All mileage claims will be verified against the mileage specified by the AA Route Planner. Where there is considerable variance the claim will be adjusted to that shown in the AA Route Planner unless there is a satisfactory explanation of the route taken together with the reasons.
 - (c) When checked, all claims will be signed by the Officer within Democratic Services undertaking the checking. Claims will then be certified by the Principal Democratic Services Officer or by a Senior Democratic Services Officer. The person certifying claim forms will be a different person to that checking and signing the form.
 - (d) When certified, all claims forms will be sent to Finance for payment. Finance staff will pay the appropriate rates and amounts certified on the claim form. Any queries shall be referred back to Democratic Services for resolution.
 - (e) When paid, all claim forms shall be returned to Democratic Services for safe keeping and shall be retained for a period of 6 financial years including the financial year of the claim.

5. The Civic Office as part of their duties shall be responsible for the booking of accommodation, travel and taxis for the Chair and Vice Chair of the Council and the Leader of Council and Cabinet Members based on the requirements of this Scheme. Separate cost centre codes shall be established and used accordingly for the Chair and Vice Chair of Council and the Leader and Cabinet Members.