

Appendix 6



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MEMBERS' ALLOWANCES SCHEME

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

1. This scheme shall have effect for the year commencing on 1st April 2010 for the next 12 months.
2. In this scheme "Councillor" means a Member of the Rossendale Borough Council who is a Councillor;

Basic Allowance

3. Subject to paragraph 6 below, for each year a basic allowance of £3,342 shall be paid to each Councillor.

Special Responsibility Allowance

4. (1) 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 below.

(2) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

(3) No Councillor shall be entitled to receive more than one Special Responsibility Allowance.

Renunciation

5. A Councillor may by notice in writing given to the Chief Executive elect to forego any part of any entitlement to an allowance under this scheme.

Part-year Entitlements

6. (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

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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 a basic allowance or a special responsibility allowance, then payment shall be made from the date of the change to the scheme.

(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, and if applicable a special allowance, shall be based on the number of days in office expressed as a proportion of the total number of days in a year.

(4) Where this scheme is amended as mentioned in sub-paragraph (2) and the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of the councillor to a basic allowance, and if applicable a special responsibility allowance, shall be based on the number of days in office expressed as a proportion of the total number of days in a year which will be calculated in two parts. Firstly, on the scheme before change and secondly on the scheme after the change.

(5) Where a Councillor relinquishes or accepts a special responsibility for which an allowance is payable, the entitlement shall be calculated in accordance with sub section (3) above.

Payments

7. (1) Payments shall be made in respect of basic and special responsibility allowances, subject to sub-paragraph (2), in instalments of one-twelfth of the amount specified in this scheme on the fifteenth day of each month or thereabouts (or as otherwise requested in exceptional circumstances);

(2) 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, the Councillor is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which the Councillor is entitled.

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Travel and Subsistence

8. Travelling and subsistence expenses will be paid at the appropriate rates as set out in Schedule 2 when elected Members undertake approved duties either in or out of the Borough. A list of approved duties is set out in Schedule 3. The mileage rates and amounts for subsistence allowance in Schedule 2 may be varied in accordance with the National Joint Council for Local Government Services rates applicable to staff.

Child Care and Dependant Carers Allowance

9. This Allowance may be claimed in respect of children aged 14 years or under or in respect of other dependents where there is medical or social evidence that care is required.

Payments will not be payable to a member of the Elected Member's household. Payments will be based on receipted expenditure incurred.

The total amount of allowance which an individual Member may claim in any one year will be limited to £750.

Co-opted Members Expenses

10. This scheme does not provide for an allowance for co-opted members, except so as to provide for a Special Responsibility Allowance in circumstances where a co-opted member is appointed to Chair a Committee included in Schedule 1. However, the Council will pay the reasonable expenses claims of co-opted members.

Suspension of Payments

11. If any Member is suspended or partially suspended from their duties the Standards Committee, upon the advice of the Monitoring Officer, are empowered under this scheme to stop payment of allowances to that Member.

Access to the Local Government Pension Scheme

12. Under this Scheme Members are entitled to access the Local Government Pension Fund based on their basic and any special responsibility allowances they receive

Claims

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13. Any claims made under this scheme must be done so within two months of the expenditure being incurred

Calculation and Indexing of Allowances

14. The allowances in this Scheme are calculated using the Basic Minimum Wage (currently £5.80) and are based upon the following formula:-

$(2/3 \times \text{average weekly hours}) \times \text{Basic Minimum Wage} \times 48 \text{ working weeks}$
The average weekly hours worked in 2007/08 is estimated at 18.

The Basic Minimum Wage is reviewed in October each year and the level of allowances will be increased in line with the new rate in October each year. The use of Basic Minimum Wage as an index will be reviewed at least every four years, the next date for review being no later than April 2013.

Amendment of the Scheme

15. Amendments to this Scheme can only be made following a report by the Independent Remuneration Panel.

Hockwood

CHIEF EXECUTIVE

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SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as special responsibilities in respect of which special responsibility allowances are payable in the amounts stated.

LEADERS/DEPUTY LEADERS	£
Leader of the Majority or Largest Group	13,368
Deputy Leader of the Majority or Largest Group	10,026
Leader of the Minority or Second Largest Group	6,684

CABINET MEMBERS

Cabinet Member	6,684
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COMMITTEE CHAIRS

Overview & Scrutiny Committee Management Committee	6,684
Policy Scrutiny Committee	3,342
Performance Scrutiny Committee	3,342
Audit and Accounts Committee	3,342
Standards	3,342
Development Control	3,342
Licensing	3,342

COMMITTEE VICE-CHAIRS

Standards	1,671
Development Control	1,671
Licensing	1,671

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TRAVEL AND SUBSISTENCE ALLOWANCES

1. Travel and Subsistence Claims

- 1.1** Members incurring expenses in the course of approved duties in respect of travel, meals and overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with the following arrangements.
- 1.2** Please refer to Section 8 with regard to expenses incurred in relation to individual training course expenses.
- 1.3** All claims for car mileage, public transport, taxis, car parking, meals and overnight accommodation must be made on the Council's Claim Form for Travel and Subsistence and paid through payroll, to ensure compliance with Inland Revenue Regulations. The form is available on request from Democratic Services.
- 1.4** Appropriate receipts in respect of public transport, taxis, car parking, meals and overnight accommodation must be attached to the claim form.
- 1.5** Claim forms should be completed, signed and submitted monthly to the Committee and Member Services Manager, who is authorised to approve the claim, and will be forwarded to the Payroll section in order that they are received by the 30th of the month at the latest. Any forms with insufficient detail will be returned to the claimant.
- 1.6** Claims must be made no more than two months in arrears.

2 Car Mileage Allowances

2.1 Entitlement and Rates

- 2.1.1** A car mileage allowance is payable for Members required to use a car in the execution of their duties, the level of which depends upon the engine size. The rate of payment for mileage undertaken for an approved duty is the same as that for officers with casual car user status.

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2.1.2 The following rates apply:-

	451 – 999 cc	1,000 cc or greater
Per mile first 8,500	42.9p	47.7p

(Figures last revised 1st April 2009)

2.1.3 For the current rates refer to Personnel Circular 28, Car Allowances or refer to The National Joint Council for Local Government Services or the Council’s Human Resources department. The Council has, by Resolution, restricted its mileage rate to the two lowest rates.

2.1.4 Members should ensure that claims for cars with a “1000” (cc) engine actually are that capacity (or greater) as this is the point at which a higher rate is paid. Check your vehicle registration sheet (“log book”) and car manual and enter the exact cubic capacity.

2.2 Car Mileage Claims

2.2.1 The records of journeys on claim forms should contain enough detail for the journey to be verified and therefore should give:

- the specific time of the journey
- the start and finishing mileage
- the places travelled to and from and the route
- the reasons for the journey
- details of any passengers carried

2.2.2 Return journeys should be clearly indicated including brief details of the route taken if there are alternatives.

2.2.3 The use of recording by means of “Trip Meters” is forbidden for any journey. All meter readings are to be taken from the odometer on the car.

2.2.4 All journeys must follow the most economic, practical and timely route and avoid unnecessary duplication of car use if more people are attending the same event.

2.2.5 Mileage will normally be claimable from the Member’s home.

2.2.6 Where a Member is using a mixture of methods of transport to attend an approved duty outside the Borough then the full circumstances should be

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recorded on the claim form, e.g. car journey to Place “X”, Train Journey to Place “Y” and return.

- 2.2.7** Where a journey exceeds 50 miles each way it should be noted that second class rail fare is claimable or car allowance, whichever is the cheapest.
- 2.2.8** Where more than one Member is attending the same meeting, site visit etc., then arrangements should be made to share transport, wherever practicable.
- 2.2.9** In general, choose the option that is cheapest for the Council and demonstrate this by noting and recording information on the claim form.

2.3 Vehicle Insurance and Other Requirements for Business Use

- 2.3.1** Members using their vehicles for Council business must be insured for business purposes. This must be stated on their insurance certificate and the certificate must be shown to the Committee and Member Services Manager. This must be done each time insurance is renewed or car details changed. The Committee and Member Services Manager will keep a copy as insurance details are periodically subject to audit inspection.
- 2.3.2** Insurance certificates must be available for inspection when required by either the Executive Director of Resources or the Audit Department.
- 2.3.3** The car mileage allowance paid to Members contains an element for running costs so no further contributions will be made to Members where their insurance company demands an additional premium for business use cover.
- 2.3.4** Members not insured for business use must not use their car for Council duties, including ward working, even if they do not intend to claim the mileage. In an emergency where there are no properly insured drivers, public transport or a taxi should be considered (subject to approval by the Committee and Member Services Manager).
- 2.3.5** Members should be mindful that if they are stopped by the police whilst on Council business and have inadequate insurance cover for business use they may be prosecuted and subject to a referral to the Council’s Monitoring Officer.

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3 Public Transport

3.1 Bus fares will be reimbursed against the appropriate receipt or used ticket.

3.2 Travel by rail should be second class. The Council has an account for booking rail tickets. Members should contact the Member Support Assistant who will forward booking information to the Council's Insurance Officer, who will book a ticket. The Council will then be invoiced direct.

4 Taxis / London Underground

4.1 Taxi expenses are generally payable in instances where local routes are not known and the destination/location is not known, nor convenient if known. Expenses will be reimbursed against the appropriate receipt.

4.2 In London, use of the underground is encouraged rather than automatic use of a taxi. Expenses will be reimbursed against the appropriate receipt or used ticket.

5 Car Parking

5.1 The cost of car parking will be reimbursed against the appropriate receipt or used ticket.

6 Overnight Accommodation

6.1 Members who are required to make overnight stays in the performance of their duties should make every attempt to keep costs down to the minimum possible. Arrangements for accommodation should normally be made through the Member Support Assistant. Wherever possible, the Council should be invoiced direct for accommodation.

7 Subsistence

7.1 Claims for subsistence expenses may be made in relation to duties undertaken outside the Rossendale Borough, when supported by receipts and the subsistence is not provided as part of the event. The Council does not pay expenses for meals taken within the Borough. Reimbursement will be made for actual expenditure, within reason.

7.3 Where meals are taken on trains or in accommodation, which are in excess of the maximum amounts detailed above, reasonable expenses will be paid.

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- 7.4 Breakfast allowance may be claimed if you leave home before 7.00 am.
- 7.5 Evening meal allowance may be claimed if you will be arriving home after 7.30 pm. This does not apply to Members attending evening Cabinet, Council, Committee or Sub-Committee meetings of the Council, training or when meals are provided by the establishment.

8 Individual Training Course Expenses

- 8.1 All expenses in relation to training courses must be claimed on the Claim Form for Travelling Expenses for Approved Training, which is available on the Intranet, within HR/Training and Development/Forms or from the Member Support Assistant.

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APPROVED DUTIES

1. A meeting of the Cabinet.
2. A meeting of a Committee of the Cabinet.
3. A Council meeting.
4. A meeting of a Committee or Sub-Committee of the Council.
5. A meeting of any other body to which the Council makes appointments or nominations.
6. A meeting of a Committee or Sub-Committee of any other body to which the Council makes appointments or nominations.
7. A meeting which has both been authorised by the Council, Cabinet, a Committee or Sub-Committee of the Council or a Joint Committee of the Council and one or more Councils, or a Sub-Committee of a Joint Committee and to which representatives of more than one political group have been invited (if the Council is divided into several political groups) or to which two or more Councillors have been invited (if the Council is not divided into political groups).
8. A meeting of a Local Authority Association of which the Council is a member.
9. Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises.
10. Task and Finish Groups established in connection with Overview and Scrutiny.
11. Neighbourhood Forums and the Lancashire Local Rossendale.
12. Member Development sessions arranged in accordance with the Annual Training Schedule.
13. Any individual training event authorised in accordance with the procedure set out in the Quarterly Member Development Programme.

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14. Any seminar or conference to which the Council, a Committee or Cabinet has nominated a delegate.
15. Site visits in connection with Council business.
16. Any other duty approved by the Council for the purposes of, or in connection with, the discharge of the functions of the Cabinet, Council, or any of its Committees or Sub-Committees.

NOTE: A Member may only claim travel and subsistence allowance for attendance at a meeting where he or she is has been formally appointed to serve on that body or is a nominated substitute. Members attending a Scrutiny Committee or the Cabinet in order to provide evidence or information on behalf of another Committee may also claim for travel and subsistence. Members attending as observers or in any other capacity will not be entitled to claim.

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