

WAVERLEY BOROUGH COUNCIL

MEMBERS' ALLOWANCES SCHEME

(1st April 2017 to 31st March 2018)

The Waverley 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 may be cited as the Waverley Borough Council Members' Allowances Scheme, and shall have effect from 1st April 2017.
2. In this scheme, "councillor" means a member of the Waverley Borough Council who is a councillor.

Flat-rate Allowance

3. Subject to paragraphs 7 and 8, for each year a flat-rate allowance of £4,665 shall be paid to each councillor. This payment is subject to income tax deduction.

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 to this scheme.
(2) Subject to paragraphs 6 and 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

Co-opted and Appointed Members' Allowances

5. For each year, an allowance of £210 shall be paid to each co-opted and appointed Member of the Standards Panel. If any such Member is also the Chairman or Vice-Chairman of the Standards Panel, the appropriate Special Responsibility Allowance will be paid in addition to this amount.

6. Carer's and Childcare Allowances

- (1) Carer's and childcare costs can be claimed, provided that they are fair and reasonable, to support the expenses of those Members who may care for dependants, whether children, elderly persons or people with disabilities, whilst the Member is on Council business which attracts travelling & subsistence allowances as listed in Schedule 3.
(2) The allowance is not payable for the employment of a member of the claimant's own household.

Renunciation

7. A councillor may by notice in writing given to the Executive Director elect to forego any part of his or her entitlement to an allowance under this scheme.

Part-year Entitlements

8. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to the flat-rate allowance and a 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.

- (2) If an amendment to this scheme changes the amount to which a councillor is entitled by way of the flat-rate allowance or a special responsibility allowance, then in relation to each of the periods
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) 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 allowances shall be to the payment of such part of the amount of the allowances 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.

- (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 the flat-rate allowance shall be to the payment to such part of the flat-rate 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.
- (4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such councillor to the flat-rate allowance shall be to the payment of such part of the flat-rate 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.
- (5) 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 or she has such special responsibilities bears to the number of days in that year.
- (6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) 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 and Payments

9. (1) A claim for carer's and childcare allowance under this scheme shall be made in writing within three months of the date of the meeting in respect of which the entitlement to the allowance arises.

- (2) A claim for carer's and childcare allowance shall include, or be accompanied by, a statement by the councillor claiming the allowance that he or she is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the Council's scheme.
 - (3) All claims for mileage and subsistence must be made on the official form and submitted within 3 months of the end of the period claimed. All claim forms must be signed and must contain full details of meetings and start and destination points. Payments for travel to official meetings can only be made where the Members has signed the formal attendance register for that meeting.
10. (1) Payments shall be made
- (a) in respect of the flat-rate allowance and special responsibility allowance, subject to sub-paragraph (2), in instalments one-twelfth of the amount specified in this scheme on the 15th day of each month;
 - (b) in respect of the carer's & childcare allowance, on the 15th day of each month in respect of claims received up to the day 14 days before that date.
- (2) Where a payment of one-twelfth of the amount specified in this scheme in respect of the flat-rate allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraphs 7 and 8, 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. Where a councillor is suspended or partially suspended from their responsibilities or duties as a member of the authority, any travelling and subsistence allowance payable to the councillor in respect of the responsibilities or duties from which they are suspended or partially suspended may be withheld by the authority.

Annual review of allowance rates

12. The rates of allowance for:
- (a) the annual flat-rate allowance;
 - (b) the allowance for co-opted and appointed members of the Standards Committee;
 - (c) the allowance for special responsibility allowances;

shall be increased with effect from 1st April each year in line with the annual pay award for staff for the same year.

Pension Scheme

13. No allowances will be eligible for pensions.

Travel and Subsistence Allowances

14. The current motor mileage rates and subsistence rates are specified at Schedule 2 and the approved duties for the purpose of travelling and subsistence allowances are specified at Schedule 3.

Payments will only be made when supported by a receipt.

15. *Travelling Allowances:* Travelling allowances may be claimed in respect of each occasion on which a Councillor carries out a duty as described in Schedule 3.

If a claimant uses their own motor car or one belonging to a member of her/his family, or otherwise provided for their use and subject to the claimant having the appropriate insurance, the rate for travel shall be as stated in Schedule 2.

The distance claimed for mileage should be the shortest most reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

When claiming mileage for using a motor vehicle fuel VAT receipts must be provided; the receipt(s) should show that sufficient fuel to undertake the journey(s) was purchased.

Other travel expenses: Parking fees, public transport fares will be reimbursed at cost, but only on production of a valid ticket or receipt - the cheapest available fare for the time of travel should normally be purchased.

16. *Subsistence Allowances:* Subsistence allowances may be claimed in respect of each occasion on which a Councillor carries out a duty as specified in Schedule 3

Where a meal is provided or paid for by the Council during the course of an approved duty the claimant will not be entitled to claim subsistence allowance.

Where absence from normal place of residence is greater than 4 hours, but only in respect of activities outside of the Council's boundaries, subsistence claims will be met on the basis of actual expenditure subject to the following:

The expenditure is considered reasonable.

Receipts are submitted with the claim.

Claimant must be prepared to justify expenditure if asked to do so.

Provision Of Valid Receipts

Failure to supply receipts and appropriate detail for any expense will result in non-payment of claims.

No other allowances are payable.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES 2015/16

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

| Special Responsibility Allowances | | |
|---|---------------------|----------------------|
| | Chairmen etc | Vice-Chairmen |
| | £ | £ |
| Leaders/Executive: | | |
| Leader of the Council | 13703.00 | - |
| Deputy Leader of the Council | 9486.00 | |
| Leader of the Principal Opposition Group | 3162.00 | - |
| Members of the Executive (up to 8 Portfolio Holders at £6325 each) | 50,600.00 | - |
| Council | 553.00 | |
| Chairmen/Vice-Chairmen: | | |
| <i>Overview and Scrutiny Committees:</i> | | |
| Customer Service and VfM | 3,162.00 | 1,582.00 |
| Environment | 3,162.00 | 1,582.00 |
| Community wellbeing | 3,162.00 | 1,582.00 |
| Housing | 3,162.00 | 1,582.00 |
| <i>Regulatory Committees:</i> | | |
| Standards Panel | 1,856.00 | Nil |
| Licensing and Regulatory Committee | 3,162.00 | 1,582.00 |
| Audit Committee | 2,366.00 | 1,184.00 |
| Joint Planning Committee | 3,162.00 | 1,582.00 |
| Eastern and Central Area Planning Committee | 3,162.00 | 1,582.00 |
| Western and Southern Area Planning Committee | 3,162.00 | 1,582.00 |
| | £107,022.00 | £13,840.00 |

Note – Members will only be entitled to the basic allowance plus one special responsibility allowance

SUMMARY OF SPECIAL RESPONSIBILITY ALLOWANCES:

| | |
|----------------------------|-------------|
| | £ |
| Leaders/Executive/Chairmen | 107,022.00 |
| Vice-Chairmen | 13,840.00 |
| | £120,862.00 |

The payment of Special Responsibility Allowances is subject to the deduction of income tax.

SCHEDULE 2

RATES FOR TRAVELLING AND SUBSISTENCE ALLOWANCE

Members may only claim travelling and subsistence allowance in respect of the 'approved' duties listed in Schedule 3.

TRAVEL

Motor Mileage Allowance

| <u>Engine Capacity</u> | <u>Rate per mile</u> |
|------------------------|----------------------|
| All | 45.0 pence |

When long journeys are undertaken as approved duties, the most economic method of travel should always be sought. Members should consider car-sharing wherever possible.

| | |
|-----------------------------|--|
| Public Transport – Rail/Bus | Second class or any available cheap rate |
| Cycle mileage allowance | 22.3 pence per mile |

SUBSISTENCE RATES

Day Subsistence Allowance

| | | |
|---------------------------------|------------------------|--------|
| 4 hours before 11.00am | Breakfast allowance | £6.88 |
| 4 hours including 12noon to 2pm | Lunch allowance | £9.50 |
| 4 hours including 3pm to 6pm | Tea allowance | £3.76 |
| 4 hours ending after 7pm | Evening meal allowance | £11.76 |

Overnight Subsistence Allowance including accommodation (when claiming reimbursement)

| | | |
|------|-----------|---------|
| (i) | In London | £102.00 |
| (ii) | Otherwise | £89.00 |

Members should book accommodation through Waverley officers wherever possible.

TRAVEL OUTSIDE OF THE BOROUGH

The following list determines the payment of travelling allowances to members who either work or reside outside the Borough and who travel long distances to attend Waverley 'approved' duties:

| <u>Nature of Absence</u> | <u>Travelling allowance to be paid</u> |
|--------------------------|---|
| Holiday | None |
| Change of residence | Up to a maximum of 27 miles per return journey, being the distance between Godalming and the furthest Borough boundary. |
| Employment* | |

* In respect of employment, each Political group can spend up to £500 above this (based on normal allowances for actual travel) in any one year for exceptional circumstances, subject to the approval of the group leader

Key Contacts for Members' Allowances Scheme

| | | |
|-----------------------|--|--------------|
| <i>Emma McQuillan</i> | emma.mcquillan@waverley.gov.uk | 01483 523351 |
| <i>Peter Vickers</i> | peter.vickers@waverley.gov.uk | 01483 523539 |

SCHEDULE 3

SCHEDULE OF APPROVED DUTIES FOR THE PURPOSES OF CARER'S, CHILDCARE, TRAVELLING AND SUBSISTENCE ALLOWANCES

The following meetings are approved for the payment of carer's, childcare, travelling and subsistence allowances:

1. A meeting of the Council and, where councillors are members, a meeting of the Executive or any other Committee or Sub-Committee of the Council, or of the following:
 - Special Interest Groups (comprising Members of Waverley only)
 - Panels
 - Chairman's agenda meetings
 - Opening of tenders (Executive Portfolio Holder, Chairman or Vice-Chairman)
 - Attendance at site meetings of the relevant Planning Committees (such site meetings being identified by the Head of Planning and approved at the meeting of the relevant Sub-Committee)
 - Employers' Negotiating Team (including Joint Negotiating Committee for Pay and Conditions)
 - Housing Benefits Review Panel
 - meetings
 - initial training courses only
 - Computer appreciation and computer training courses approved by the Council
 - Seminars, training courses, presentations or visits for Members of the Council as identified by the Executive or other Committee or a Sub-Committee, unless formally extended to others with the agreement of the Executive
 - Meetings convened by the Executive Director
 - Pre-arranged meetings between Portfolio Holders and officers which are necessary for the business of the portfolio
 - Meeting with All Parishes) Waverley members attending as
 - SCC Waverley Local Committee) representatives of Waverley only
 - Meetings with the Council's external auditors
 - Staff appointments (including staff appraisals)
 - Overview and Scrutiny Committee meeting attendances by portfolio holders and Executive meeting attendances by Chairman and Vice Chairman of Overview and Scrutiny Committees.
 - Attendance by Councillors at Waverley meetings of which they are not members when exercising their rights under Council Procedure Rule 24.
2. a meeting of any of the associations of authorities of which the Council is a member, eg Local Government Association
3. a meeting of a body where the appointment thereto is made by the Local Government Association
4. Attendances by all Member representatives appointed by Waverley at meetings of outside bodies
5. Attendance by appropriate Executive Members at meetings of Outside Organisations where this is necessary to protect Waverley's interests, as approved by the Executive Director, after consultation with the Leader.