

Part 6

Members' Allowances Scheme

MEMBERS' ALLOWANCES SCHEME

The payment of allowances to Members of the District Council will be made in accordance with this Scheme.

A Member may by written notice to the Elections and Democratic Services Manager elect to forego all or part of his or her entitlement to an allowance.

It is a condition of payment of all allowances that the duty for which they are paid will have been approved before it is undertaken. The Council cannot decide afterwards that an allowance should be paid.

1. Operation of Scheme

This Scheme shall come into operation on 17th October 2018. Elected Members of Huntingdonshire District Council may claim the following Allowances as specified in this scheme:

- ◆ Basic Allowance
- ◆ Special Responsibility Allowance
- ◆ Travel and Subsistence Allowance
- ◆ Care Allowance.

2. Basic Allowance

Each year a Basic Allowance shall be paid to each District Councillor. From 17 October 2018 the amount of the Basic Allowance shall be calculated at the rate of £4,500 per annum.

3. Special Responsibility Allowances

Each year a Special Responsibility Allowance in the amount and to the District Councillors specified in Schedule 1 to this Scheme shall be paid. No District Councillor may receive more than one Special Responsibility Allowance other than ordinary Members of the Development Management Committee who will be entitled to receive an allowance of £620.00 per annum in addition to one other Special Responsibility Allowance.

4. Annual Adjustment

The Basic Allowance, Special Responsibility Allowances and Independent Person Allowances shall be indexed to the locally agreed cost of living percentage increase in Huntingdonshire District Council local government staff salaries and implemented from the date of the annual meeting for the same year that applies to staff. Such mechanism will apply until the end of the financial year 2021/22 or until the Independent Remuneration Panel recommends otherwise.

5. Travel and Subsistence Allowances

General

Travel Allowances shall be payable where they are necessarily incurred in performing the following duties -

- ◆ attending a meeting of the Council, Cabinet or any Panel, Committee, Sub-Group, Advisory Group or other appointed body;
- ◆ attending a meeting of any body to which the Council appoints representatives, when attending as the Council's appointed representative;
- ◆ attending any other meeting or joint meeting authorised by the Council provided that Members of at least two political groups have been invited to it;
- ◆ attending a meeting of any association, organisation or body of which the Council is a member;
- ◆ undertaking any duty (including training courses, seminars, workshops or other events) which a Member is invited to attend by a Managing Director or Head of Service, provided that the duty has been approved previously by the Corporate Team Manager;
- ◆ attending any approved Conference specified in Schedule 2 to this Scheme;
- ◆ undertaking any duty which a Member is required to undertake by virtue of their election or appointment to an office in accordance with the Council's Standing Orders, Code of Financial Management, Code of Procurement, Scheme of Delegation or other approved strategy, policy or procedure; and
- ◆ undertaking any other duty or class of duty previously approved by the Council in connection with the discharge of its functions.

Claims for travelling, Subsistence and motor mileage allowances will be payable at the rate in force on the day on which the qualifying duty is undertaken.

The following points should be noted:-

- ◆ The amount to be reimbursed in respect of qualifying duties is the actual amount spent; and
- ◆ Receipts must be produced in respect of all claims for expenses incurred otherwise claims may be returned to a Member unpaid.

Travel

Public Transport

The rate of travel by public transport shall not exceed the amount of the standard class or ordinary fare or the most cost effective method that meets the needs of a Member's travel requirements.

The rate may be increased by supplementary allowances not exceeding expenditure actually involved.

- (a) On Pullman Car or similar supplements, reservation of seats and deposit or portage of luggage; and

- (b) on sleeping accommodation engaged by the Member for an overnight journey, subject to a reduction by one third of any subsistence allowance payable for that night.

Should Members be required to take journeys for which the rates recommended above are not practical then approval for that journey must be sought in advance from the Elections and Democratic Services Manager and receipts provided for the reimbursement of any claims. Should prior approval not be practicable actual reasonable costs will be met on the production of receipts and approval by the Elections and Democratic Services Manager.

Taxi Cab or Hired Motor Vehicle

The rate for travel by taxi cab shall not exceed:-

- ◆ in cases of urgency or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
- ◆ in any other case, the amount of the fare for travel by appropriate public transport.

The rate for travel by a hired motor vehicle other than a taxi-cab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member and hired it, ie the private vehicle mileage.

Bicycle, Motor Cycles and Motor Cars

Where Members travel by bicycle, motorcycle, or carry passengers to approved duties they shall be paid in accordance with the mileage rates published by Her Majesty's Revenue and Customs.

Vehicle Type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Two or more Members going by motor car to the same conference or meeting shall be expected, unless there are special circumstances, to car share. This similarly applies in the case of a Member travelling with an owner. The owner of the vehicle used will make the claim.

Air Travel

Air travel will require prior authorisation by the Corporate Team Manager.

The rate for travel by air should not exceed the rate applicable to travel by appropriate alternative means of transport. Provided that where the Elections and Democratic Services Manager decides, that the saving in time is so substantial as to justify the payment of the fare for travel by air, there may be paid an amount not exceeding:

- (a) the ordinary fare or any available cheap fare for travel by regular air service, or

- (b) where no service is available or in case of urgency, the fare actually paid by the Member.

6. Subsistence Allowances

A Member shall be entitled to claim subsistence allowance on approved duties outside the authority area in accordance with advisory rates previously published by the former East of England Regional Assembly as follows:-

Type of Allowance	Maximum Amount
Breakfast (more than 4 hours away before 11.00am)	£ 6.88
Lunch – (more than 4 hours away including noon – 2.00pm)	Actual amount up to £9.50 (receipt required)
Tea (more than 4 hours away including 3.00 – 6.00pm)	£ 3.76
Evening Meal (more than 4 hours away ending after 7.00pm)	£11.77

On those occasions when Members are required to attend conferences out of the District, reasonable actual expenditure incurred for subsistence shall be reimbursed subject to the production of the requisite receipts. For Members required to be absent from their usual place of residence overnight accommodation should be pre-booked by the Authority. In the event that it is not practical to make such arrangements in advance, reasonable actual costs shall be reimbursed on production of receipts. In both circumstances, the Elections and Democratic Services Manager shall determine the reasonableness of claims submitted.

7. Care Allowances

Councillors who pay for childcare or for the care of elderly and/or disabled dependants while they are engaged on Council duty may claim the following -

- ◆ for the purpose of childcare:¹ National Living Wage Rates apply.
- ◆ for the purpose of care of elderly or disabled dependents - an allowance calculated by reference to an hourly rate paid by Cambridgeshire County Council to home care assistants.

Subsistence Rates

- No Subsistence - As per the revised Expenses and Allowances Policy – March 2015

8. Independent Persons

The Independent Member Persons (IPs) appointed by the Council shall receive an annual allowance of £1,000 (Head IP) and £500 (Deputy IP) and shall also be entitled to claim travel and subsistence for attending appropriate meetings and training events.

9. Pensions

District Councillors shall not be entitled to join the Local Government Pension Scheme.

10. Claims and Payments

Basic and Special Responsibility Allowances shall be paid in 12 instalments on the 15th of each month by BACS transfer, except in the year that a Councillor is re-elected when the payment for May will be made in June (or in a different month of the date of annual elections is changed for whatever reason).

Travelling, Subsistence and Care Allowances will be paid by BACS transfer on the 15th day of each month for claims received by the first day of that month.

Claims for Travelling, Subsistence and Care Allowances shall be made in writing on a form provided by the Elections and Democratic Services Manager within two months of the date on which the approved duty arises. The claim shall include a disclosure that no other claim will be made in respect of that duty.

11. Revocation

All earlier Schemes relating to the payment of Members' Allowances are revoked with effect from 17th October 2018.

Notes:

¹ *Childcare allowances will only be paid to childminders who are not members of the immediate family.*

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

SPECIAL RESPONSIBILITY ALLOWANCES ¹	Remuneration per annum £
The Executive	
Executive Leader	16,000.00
Deputy Executive Leader	12,000.00
Other Cabinet Members ¹	8,394.00
Chairmen	
Overview and Scrutiny Panels	5,604.00
Development Management Committee	6,311.00
Council	3,763.00
Licensing and Protection Committee/Committee	6,311.00
Employment Committee	2,779.00
Corporate Governance Committee	2,779.00
Vice-Chairmen	
Overview and Scrutiny Panels	1,401.00
Development Management Committee	2,104.00
Council	1,563.00
Licensing and Protection Committee/Committee	2,104.00
Employment Committee	695.00
Corporate Governance Committee	695.00
Opposition Group	
Leader – Principal Opposition	4,500.00
Deputy Leader ²	723.00
Leader – Minor Opposition	
Group Leader ³	723.00
Development Management Committee	
Ordinary Members ⁴	620.00
Dependant Carer's Allowance	
Each qualifying District Councillor with children or elderly/disabled dependant	Up to a maximum of 7.5 hours per week at the National Living Wage in the case of childcare and for an elderly or disabled dependant at the County Council's recommended "home carer" rate.

Notes

No Member may receive more than one Special Responsibility Allowance.

1.

Number of Other Cabinet Members	SRA Payable
6 or less	£8,394.00
7	£7,195.00
8	£6,296.00

2. *Subject to the party having a minimum of eleven Members and being registered as a political group.*
3. *Subject to the party having a minimum of five Members and being registered as a political group.*
4. *Excluding the Chairman and Vice-Chairman of the Committee and any Cabinet Member appointed to the Committee.*

