

Report of:	Monitoring Officer
Contact Officer:	Matt Berry
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Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Council: 09/04/14

COUNCIL
9 APRIL 2014
REVIEW OF THE MEMBERS' ALLOWANCES SCHEME

1 Purpose of Report

- 1.1 For Council to consider the report and recommendations of the Independent Remuneration Panel (IRP) in relation to the Panel's review of the Members' Allowances Scheme.

2 Recommendations

- 2.1 That Council considers the recommendations of the Independent Remuneration Panel (detailed in Appendix 1 of this report) following the Panel's review of the Members' Allowances Scheme, and approves a revised Scheme effective from 1 April, 2014.

3 Key Issues and Reasons for Recommendation

- 3.1 The Members' Allowances Scheme was last reviewed in March 2012, and the updated Scheme approved by full Council in April 2012. As the current Scheme covers the period April 2012 to March 2014, it has been necessary to convene the IRP to conduct a fresh review.
- 3.2 Under the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to:
- Adopt a Members' Allowances Scheme which must be in force on at least an annual basis;
 - Establish an IRP to review the Scheme on a regular basis;
 - When adopting a new/revised Scheme, have regard to any reports or recommendations from the IRP.
 - Publicise any recommendation made by the IRP.

- Publicise details of the Scheme once it has been revised or newly adopted.
 - Ensure an accurate record is kept of the total amounts of allowances paid to each councillor and the types of allowances paid.
- 3.3 Although the Council is statutorily required to have a Members' Allowances Scheme, it is important to keep the Scheme under regular review to ensure that allowances paid are appropriate to reflect both the 'Council based' roles (e.g. Cabinet members, committee chairs etc.) and community leadership roles that Members' have.
- 3.4 Members' will also need to take into account any budgetary costs/savings which could arise out of any changes recommended to the Scheme (further details are provided in section 6.1 of this report).

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities by ensuring that persons who elect to stand for office as a local councillor are not financially disadvantaged by doing so, by recompensing them, in part, for the time spent on service to the community.

5 Report Detail

- 5.1 The final report of the IRP, which details how the review was conducted and the recommendations of the Panel is attached at [Appendix 1](#) for consideration.
- 5.2 An amended version of the current Scheme and a draft version of the revised Scheme are attached at [Appendices 2 and 3](#) respectively.
- 5.3 For ease of reference, the main recommendations of the IRP for 2014-15 are set out below:
- Length of revised Scheme – 2 years
 - Basic Allowance – no change
 - Leader of the Council – no change
 - Deputy Leader of the Council – no change
 - Councillors of Cabinet – no change
 - Leader of the Opposition – no change
 - Chairman of Scrutiny Committee – no change
 - Chairman of Planning Control Committee – no change
 - Councillors of Shadow Cabinet – remove from Scheme

- Chairmen of Policy Development Committees – no change
- Chairman of Licensing & Public Protection Committee – no change
- Chairman of Audit & Governance Committee – no change
- Chairman of the Fundamental Service Review – remove from Scheme
- Chairman of Standards Committee (Independent Councillor) – remove from Scheme
- Chairman of the Council – no change
- Vice-Chairman of the Council – no change
- Travel and Subsistence Allowances – continue to link to officers' rates

5.4 For 2015-16, the IRP have recommended that the basic, special responsibility and civic allowances be amended in line with the Consumer Price Index (CPI) rate applicable in December 2014.

6 Implications

6.1 Financial

Any changes to the level/amount of members' allowances payable will have to be met from within the allocated budget for members' allowances/expenses.

For 2014-15, the members' allowances budget (which covers payment of the basic, special responsibility and civic allowances) is £359,920. The recommendations of the Panel, if approved, should not incur additional expenditure for this budget.

For 2015-16, the proposed members' allowances budget is £367,120, which represents a 0.2% increase on the 2014-15 budget. If the recommendation of the Panel to amend allowances in 2015-16 in line with the December 2014 CPI rate is approved, Council will need to be mindful that this could result in savings/additional expenditure being incurred against this budget.

6.2 Legal

Referred to under section 3.2 of this report.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

None.

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

Appendix 1	Report of the Independent Remuneration Panel.
Appendix 2	Revised Members' Allowances Scheme (with tracked changes).
Appendix 3	Revised Members' Allowances Scheme (without tracked changes).

Previous Consideration

Previous reviews of the Scheme have taken place at regularly two yearly intervals or when required.

Background Papers

None.

REPORT OF THE INDEPENDENT REMUNERATION PANEL

**REVIEW OF CANNOCK CHASE COUNCIL'S
MEMBERS' ALLOWANCES SCHEME**

MARCH 2014

Composition of the Panel

- Mr J. Derry – Previously served on the Panel, re-appointed to serve until 27 February 2017.
- Mr G. Marsh – New Panel member, appointed to serve until 27 February 2017.
- Mrs L. Newton – New Panel member, appointed to serve until 27 February 2017.

The Panel were supported by:

- Alistair Welch – Council Solicitor and Monitoring Officer
- Steve Partridge – Democratic Services Manager
- Matt Berry – Senior Committee Officer, Democratic Services.

Meetings of the Panel

The Panel met on four occasions during the course of its review – 27 February, 05 March, 19 March and 26 March, 2014

1. 27 February, 2014

Present – Mr J. Derry, Mr G. Marsh, Mrs L. Newton, S. Partridge and M. Berry.

The Democratic Services Manager provided the Panel with an overview of the Members' Allowances Scheme, why the Scheme was in place, and the purpose of reviewing the Scheme.

The Senior Committee Officer provided the Panel with a copy of the current Members' Allowances Scheme for reference, and advised that comparator data of Schemes in place at the Staffordshire borough/district authorities and 'nearest neighbour' audit group of authorities had been produced and would be circulated to the Panel via email for consideration. The comparator data considered is attached as Appendices A to E.

2. 5 March, 2014

Present – Mr J. Derry, Mrs L. Newton, A. Welch and M. Berry.

The Monitoring Officer provided a brief overview of the comparator data which had been previously circulated and recommended that the Panel meet with the Leaders of each Political Group on the Council as well as two or three 'backbench' councillors to learn more about the different councillors' roles and to seek their views on the Scheme and whether any changes should be made.

The Monitoring Officer then explained the different types of roles a councillor could have and how the allowances set reflected the differing levels of responsibility and workload of those roles.

In response to questions from the Panel, the Monitoring Officer advised they could recommend the revised Scheme be operational for more than a year (up to a maximum of four years) and that allowances could be index linked to officer pay changes, if this was considered appropriate.

In order to better understand the councillors' 'decision-making' role, the Panel requested copies of the terms of reference for each Council committee (as detailed in the Constitution) and how often each committee had met over the last two years (this data is provided at Appendix F).

3. 19 March, 2014

Present – Mr J. Derry, Mr G. March, Mrs L. Newton and M. Berry

The Panel interviewed the following councillors in private:

- G. Adamson – Leader of the Council and Labour Group
- C. Anslow – Deputy Leader of the Opposition and Conservative Group
- Mrs L. Whitehouse – Deputy Leader of the UKIP Group

The Panel were advised that due to legislation which would be enacted from 1 April, 2014, newly or re-elected councillors would not be eligible to join the Local Government Pension Scheme (LGPS), and those councillors who were members of the LGPS would cease membership at the end of their current term of office.

4. 26 March, 2014

Present – Mr J. Derry, Mr G. Marsh, Mrs L. Newton, A. Welch and M. Berry

The Panel discussed the responses it had received from the interviews, and considered these alongside the comparator data and committees information previously circulated, to help determine its final recommendations for the Scheme.

Although not included in the current Scheme, the Panel also considered whether or not members' allowances should be index linked to officers' pay.

The Monitoring Officer advised that the report and recommendations of the Panel would be presented to full Council on 9 April, 2014 for consideration.

Conclusions

Looking at the comparator data received and feedback from councillors, the Panel considers that it is not necessary to make any changes to the basic and special responsibility allowances for 2014-15.

The Panel also considers that operating the Scheme for a two year period is an acceptable timeframe, and that travel and subsistence allowances should continue to be linked to officer rates.

In respect of index linking allowances, the Panel considers that whilst allowances should be frozen for the forthcoming financial year, index linking should apply to the allowances payable for the 2015-16 financial year. The Consumer Price Index (CPI) rate applicable in December 2014 will be used to determine the allowances payable for 2015-16.

The final recommendations of the Panel are detailed overleaf for Council's consideration.

Panel's Recommendations

Scheme Area/Allowance	Current Provision/Allowance	Recommendation
Length of Scheme	2 years	2 years
Basic Allowance	£5,339 (inclusive of £1,224 for consumables purchases)	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Leader of the Council	£18,150	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Deputy Leader of the Council	£9,260	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Councillors of Cabinet	£8,025	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Leader of the Opposition	£6,791	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Chairman of Scrutiny Committee	£6,791	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate

Scheme Area/Allowance	Current Provision/Allowance	Recommendation
Chairman of Planning Control Committee	£4,322	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Councillors of Shadow Cabinet	£NIL	Remove from Scheme
Chairmen of Policy Development Committees	£1,853	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Chairman of Licensing & Public Protection Committee	£1,853	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Chairman of Audit & Governance Committee	£1,853	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
Chairman of the Fundamental Services Review	£840	Remove from Scheme
Chairman of the Standards Committee (Independent Councillor)	£378	Remove from Scheme
Chairman of the Council	£8,980	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate

Scheme Area/Allowance	Current Provision/Allowance	Recommendation
Vice-Chairman of the Council	£3,525	No change for 2014-15. Amend for 2015-16 in line with the December 2014 CPI rate
ICT Allowance	£1,200 in year of (re)election, followed by £400 per year for following three years	No change
Carers' Allowances	Maximum hourly rate equivalent to the maximum wage applicable to the age of the carer (this increases for people aged over 60 with disabilities or learning difficulties where professional care is required)	No change
Travel Allowances	Same as rates paid to officers:	Continue to link to officer rates
Subsistence Allowances	Same as rates paid to officers	Continue to link to officer rates

J. Derry
G. Marsh
L. Newton

Independent Remuneration Panel
26 March 2014

Appendices to Report

- Appendix A - Demographic Data – Comparisons with Staffordshire and Audit Group Authorities
- Appendix B - Basic, Special Responsibility and Civic Allowances – Comparisons with Staffordshire Authorities
- Appendix C - Travel, Subsistence and Other Allowance – Comparisons with Staffordshire Authorities
- Appendix D - Basic, Special Responsibility and Civic Allowances – Comparisons with Audit Group Authorities
- Appendix E - Travel, Subsistence and Other Allowance – Comparisons with Audit Group Authorities
- Appendix F - Committee Meetings Held – May 2012 – May 2014

MEMBERS ALLOWANCES - COMPARISONS WITH OTHER AUTHORITIES - DEMOGRAPHIC DATA

Local Authority	Number of Council Members	Current Political Makeup	Population (2012 Data)	Number of Households (2011 Census Data)	Total Spent on Allowances 2012/13	Approximate Cost of Allowances per Member	Approximate Cost of Allowances per Resident	Approximate Cost of Allowances per Household
Staffordshire Boroughs/District Authorities								
Cannock	41	24 Labour; 9 Conservatives, 3 Lib-Dems, 3 UKIP, 2 Independent	97,900	40,644	£ 379,219.95	£ 9,249.27	£ 3.87	£ 9.33
Stafford	59	35 Conservatives; 18 Labour, 3 Independent Group, 2 Independent, 1 Green Party	131,600	55,703	£ 301,147.76	£ 5,104.20	£ 2.29	£ 5.41
East Staffordshire	39	18 Conservatives; 16 Labour, 4 East Staffordshire Independent Group, 1 Lib-Dem	114,400	47,251	£ 265,989.00	£ 6,820.23	£ 2.33	£ 5.63
Lichfield DC	56	45 Conservatives; 10 Labour, 1 Lib-Dem	101,200	41,224	£ 280,769.88	£ 5,013.75	£ 2.77	£ 6.81
Newcastle-Under-Lyme	60	34 Labour; 15 Conservatives, 10 Lib-Dems, 1 Independent	124,200	52,574	£ 325,430.00	£ 5,423.83	£ 2.62	£ 6.19
South Staffordshire	49	41 Conservatives; 6 Independents, 2 Labour	108,400	44,458	£ 296,988.00	£ 6,060.98	£ 2.74	£ 6.68
Staffordshire Moorlands	56	26 Conservatives; 10 Independents, 8 Labour, 5 Moorlands Democratic Alliance, 4 Lib Dems, 2 Staffordshire Independents 1 Vacant Seat	97,200	41,772	£ 257,619.88	£ 4,600.36	£ 2.65	£ 6.17
Tamworth	30	17 Conservatives; 12 Labour, 1 Independent	77,100	31,617	£ 253,487.10	£ 8,449.57	£ 3.29	£ 8.02
Staffordshire Average	48.75		106,500	44,405	£ 295,081.45	£ 6,052.95	£ 2.82	£ 6.65

Local Authority	Number of Council Members	Current Political Makeup	Population (2012 Data)	Number of Households (2011 Census Data)	Total Spent on Allowances 2012/13	Approximate Cost of Allowances per Member	Approximate Cost of Allowances per Resident	Approximate Cost of Allowances per Household
Audit Group Authorities								
Cannock	41	24 Labour; 9 Conservatives, 3 Lib-Dems, 3 UKIP, 2 Independent	97,900	40,664	£ 379,219.95	£ 9,249.27	£ 3.87	£ 9.33
Ashfield	33	23 Labour; 4 Independents, 3 Lib-Dems, 2 Selston Area Independent 1 Vacant Seat	120,100	50,931	£ 383,351.85	£ 11,616.72	£ 3.19	£ 7.53
Bassetlaw	48	34 Labour; 11 Conservatives, 3 Independents	113,200	47,667	£ 336,335.75	£ 7,006.99	£ 2.97	£ 7.06
Burnley	45	26 Labour; 14 Lib Dems, 5 Conservatives	87,100	37,550	£ 108,871.68	£ 2,419.37	£ 1.25	£ 2.90
Chorley	47	24 Labour; 20 Conservatives, 2 Independent Group 1 Coppull Independent	109,100	44,919	£ 293,000.00	£ 6,234.04	£ 2.69	£ 6.52
Erewash	51	26 Conservatives, 25 Labour	112,800	48,692	£ 288,160.00	£ 5,650.20	£ 2.55	£ 5.92
Hyndburn	35	23 Labour; 9 Conservatives, 3 Independent Group	80,200	34,341	£ 289,165.00	£ 8,261.86	£ 3.61	£ 8.42
Kettering	36	25 Conservatives; 9 Labour, 1 UKIP, 1 Independent	94,800	39,701	£ 291,097.48	£ 8,086.04	£ 3.07	£ 7.33
Mansfield	37	24 Labour; 11 Independent Forum 2 Mansfield Labour 2011	104,700	44,928	£ 457,958.56	£ 12,377.26	£ 4.37	£ 10.19
Nuneaton & Bedworth	34	23 Labour; 7 Conservatives, 3 Independents, 1 Green Party	125,800	52,711	£ 266,000.00	£ 7,823.53	£ 2.11	£ 5.05
Pendle	49	19 Conservatives; 17 Labour, 12 Lib Dems, 1 BNP	89,600	37,348	£ 175,055.76	£ 3,572.57	£ 1.95	£ 4.69
Redditch	29	15 Labour; 13 Conservatives, 1 Independent	84,400	34,722	£ 128,000.00	£ 4,413.79	£ 1.52	£ 3.69
Rossendale	36	24 Labour; 9 Conservatives, 1 Lib Dem, 1 Independent 1 Community First	68,400	29,058	£ 203,082.80	£ 5,641.19	£ 2.97	£ 6.99
West Lancashire	54	28 Conservatives, 26 Labour	110,900	45,381	£ 328,807.83	£ 6,089.03	£ 2.96	£ 7.25
Audit Group Average	41.07		99,929	42,044	£ 280,579.05	£ 7,031.56	£ 2.79	£ 6.63
Overall Average	44.91		103,214	43,225	£ 287,830.25	£ 6,542.26	£ 2.81	£ 6.64

DATA SHOWN IN *ITALICS* IS ABOVE THE AUDIT GROUP/STAFFORDSHIRE AVERAGE
DATA SHOWN UNDERLINED IS BELOW THE AUDIT GROUP/STAFFORDSHIRE AVERAGE

MEMBERS ALLOWANCES - COMPARISONS WITH STAFFORDSHIRE AUTHORITIES - BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

Local Authority	Year(s) of Current Scheme	Basic Allowance	Leader of the Council	Deputy Leader of the Council	Cabinet Members	Leader of the Opposition	Deputy Leader of the Opposition	Leaders of the Minority Groups	Chairman of Scrutiny Committee	Vice-Chairman of Scrutiny Committees	Chairman of Planning Committee	Vice-Chairman of Planning	Shadow Cabinet Members	Chairman of Other Committees (Audit, Licensing etc.)	Vice-Chairman of Other Committees	Chairman of Standards Committee	Civic Allowances
Staffordshire Boroughs/District Authorities																	
Cannock	2012-2014	<u>£5,339^{1,2} (x41)</u>	<u>£18,150</u>	<u>£9,260</u>	<u>£8,025 (x8)</u>	<u>£6,791</u>			<u>£6,791</u>		<u>£4,332</u>		£0	<u>£1,853³ (x8)</u>			<i>Council Chairman - £8,980 Council Vice-Chairman - £3,525</i>
Stafford	2013-2014	<u>£3,739⁴ (x59)</u>	<u>£8,798</u>	<u>£7,094</u>	<u>£5,389 (x6)</u>	<u>£4,339 (x2)</u>			<u>£3,024</u>		<u>£3,959</u>	<u>£800/ £825⁵</u>		<u>£2,167⁶ £1,485⁷ (x3) £854/£879⁸</u>		<u>£879</u>	<i>Council Mayor - £5,262 Council Deputy Mayor - £1,986</i>
East Staffordshire	2013-2014	<u>£4,540 (x39)</u>	<u>£18,417</u>	<u>£9,208</u>	<u>£9,208 (x3)</u>	<u>£9,208</u>		<u>£1,842⁹ (x2)</u>	<u>£1,842</u>		<u>£5,526</u>			<u>£924¹⁰ £5,526¹¹</u>		<u>£924</u>	<i>Council Mayor - £2,100 Council Deputy Mayor - £900</i>
Lichfield DC	2013-2014	<u>£3,020 (x56)</u>	<u>£11,360</u>	<u>£6,820</u>	<u>£6,250 (x5)</u>	<u>£2,270</u>	<u>£570</u>		<u>£2,270 (x4)</u>		<u>£6,250</u>	<u>£2,270</u>		<u>£2,270¹² (x3)</u>	<u>£570¹³</u>	<u>£570</u>	<i>Council Chairman - £2,740 Council Vice-Chairman - £820</i>
Newcastle-Under-Lyme	2012-2013	<u>£3,285 (x60)</u>	<u>£13,590</u>	<u>£9,510</u>	<u>£5,660 (x5)</u>			<u>£1,130⁹ (x3)</u>	<u>£2,830 (x6)</u>	<u>£1,130 (x6)</u>	<u>£4,230</u>	<u>£1,410</u>		<u>£2,830¹⁴ £3,430¹⁵ (x2)</u>	<u>£1,130^{14,15} (x3)</u>	<u>£2,830</u>	<i>Council Mayor - £13,874 Council Deputy Mayor - £3,469</i>
South Staffordshire	2013-2014	<u>£5,000 (x49)</u>	<u>£10,000</u>	<u>£5,000</u>	<u>£5,000 (x4)</u>	<u>£2,500</u>			<u>£2,500</u>		<u>£2,500</u>			<u>£2,500¹⁶ (x2)</u>		<u>£2,500</u>	<i>Council Chairman - £5,000 Council Vice-Chairman - £2,500</i>
Staffordshire Moorlands	2012-2013	<u>£2,902 (x56)</u>	<u>£9,565</u>	<u>£5,739</u>	<u>£4,783 (x7)</u>			<u>£3,348 (x2)</u>	<u>£3,348 (x4)</u>	<u>£1,913 (x4)</u>	<u>£3,348</u>	<u>£957</u>		<u>£3,348¹⁷ £1,913¹⁸</u>	<u>£957¹⁷ £478¹⁸</u>	<u>£2,391</u>	<i>Council Chairman - £1,435</i>
Tamworth	2013-2014	<u>£5,120 (x30)</u>	<u>£12,814</u>	<u>£9,610</u>	<u>£8,329 (x4)</u>	<u>£5,766</u>	<u>£3,203</u>		<u>£5,766</u>		<u>£5,766</u>			<u>£1,922¹⁹ £5,766²⁰</u>			<i>Council Mayor - £8,310 Council Deputy Mayor - £1,660</i>
Staffordshire Average		£4,118	£12,837	£7,780	£6,581	£5,146	£1,887	£2,107	£3,546	£1,522	£4,489	£1,366	£0	£2,630	£784	£1,682	Council Chairman/Mayor - £5,963 Council Vice-Chairman/Deputy Mayor - £2,122

1 - Includes £1,224 for the purchase of consumables, such as ink cartridges, stationary, postage and the provision of indemnity insurance for work on outside bodies.

2 - Figure in brackets denotes the number of members the respective allowance applies to (allowance will only apply to one member unless otherwise stated).

3 - Applies to Audit & Governance Committee, Licensing & Public Protection Committee and Policy Development Committees (x6).

4 - Inclusive of telephone allowance previously paid separately.

5 - Payable on a quarterly basis **only** if a Member has chaired a meeting of the relevant committee in the preceeding quarter.

6 - Applies to Audit & Accounts Committee.

7 - Applies to Licensing Committee, Public Appeals Committee and Joint Parking Committee.

8 - Applies to Employee Appeals Committee. Payable on a quarterly basis **only** if a Member has chaired a meeting of the committee in the preceeding quarter.

9 - Only payable when membership of the groups makes up at least 10% of the total membership of the Council

10 - Applies to Audit Committee

11 - Applies to Licensing Committee

12 - Applies to Audit Committee, Regulatory & Licensing Committee and Employment Committee

13 - Applies to Regulatory & Licensing Committee

14 - Applies to Audit & Risk Committee

15 - Applies to Licensing Committee and Public Protection Committee

16 - Applies to Audit Committee and Licensing Committee

17 - Applies to Licensing & Regulatory Committee

18 - Applies to the Appeals Board

19 - Applies to Audit & Governance Committee

20 - Applies to Licensing Committee

DATA SHOWN IN ITALICS IS ABOVE THE AUDIT GROUP/STAFFORDSHIRE AVERAGE

DATA SHOWN UNDERLINED IS BELOW THE AUDIT GROUP/STAFFORDSHIRE AVERAGE

MEMBERS ALLOWANCES - COMPARISONS WITH STAFFORDSHIRE AUTHORITIES - TRAVEL, SUBSISTENCE AND OTHER ALLOWANCES

<u>Local Authority</u>	<u>Year(s) of Current Scheme</u>	<u>Travel (per mile)</u>	<u>Subsistence (maximum amount)</u>	<u>Hotel Accommodation (maximum nightly rate)</u>	<u>Dependents' Carers' (maximum amount)</u>	<u>ICT/Computing</u>	<u>Telephone/Broadband</u>	<u>Pension Scheme Eligible?</u>	<u>Other Payments</u>
<u>Staffordshire Boroughs/District Authorities</u>									
Cannock	2012-2014	46.9p (451-999cc) 52.2p (1000-1199cc) 65p (1200-1450cc)	£5.89 (breakfast) £8.11 (lunch) £3.20 (tea) £10.04 (evening meal)	£95.60 (standard) £109.03 (London)	£1.70 per hour ¹	£1,200 in year of (re)election ²	Included within the £1,224 paid as part of the Basic Allowance	Yes	Sick Pay
Stafford	2013-2014	52.2p (vehicle) 20p (bicycle)	£7.50 (breakfast) £10 (lunch) £17.50 (dinner)	£100 (outside London) £120 (London or Conferences)	£6.32 per hour		Included within the Basic Allowance	Not specified	
East Staffordshire	2013-2014	45p (cars and vans - up to 10,000 miles) (car and vans above 10,000 miles) 24p (motor cycles - up to and above 10,000 miles) 20p (bicycle - up to and above 10,000 miles)	25p £5.66 (breakfast) £7.80 (lunch) £3.10 (tea) £9.65 (evening meal)	£87.09 (outside London) £99.33 (London or Conferences)	Rates payable not specified in scheme		£15 per month maximum for broadband £15 per month maximum for telephone calls	Yes	
Lichfield DC	2013-2014	Rates payable not specified in scheme	Rates payable not specified in scheme		£1.59 per hour ³		Included within the Basic Allowance	Yes	£25 conference attendance (any period up to 24 hours)
Newcastle-Under-Lyme	2012-2013	Rates payable not specified in scheme	Rates payable not specified in scheme	Rates payable not specified in scheme	£5.15 per hour			Yes	Sick Pay
South Staffordshire	2013-2014	Rates payable not specified in scheme	Rates payable not specified in scheme					Yes	
Staffordshire Moorlands	2012-2013	46.9p (451-999cc) 52.2p (1000cc and above)	£6.00 (breakfast) £8.00 (lunch) £4.00 (tea) £15.00 (evening meal)	£90 (up to 24 hours) £120 (London or Conferences)	£10 per hour up to a maximum of £40 per day			Not specified	
Tamworth	2013-2014	46.9p (451-999cc) 52.2p (1000-1199cc) 65p (1200-1450cc)	£5.00 (breakfast) £5.00 (one meal - 5 hours rate) £10 (two meal - 10 hours rate) £15 (evening meal) ⁴	Rates payable not specified in scheme	£5.73 per hour (carers aged 22+) £4.77 per hour (carers aged 18-21)			Yes	

1 - Amount based on maximum wage payable to carer as set by government (currently £59.75 for a 35 hour week).

2 - £400 per year is then payable for the remaining three years in office. This is paid as an £800 lump sum, following by monthly payments of £33.33 for the rest of their term in office.

3 - Amount based on maximum wage payable to carer as set by Staffordshire County Council (currently £55.55 for a 35 hour week)

4 - National subsistence rates set by HMRC

MEMBERS ALLOWANCES - COMPARISONS WITH AUDIT GROUP ALLOWANCES - BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

Local Authority	Year(s) of Current Scheme	Basic Allowance	Leader of the Council	Deputy Leader of the Council	Cabinet Members	Leader of the Opposition	Deputy Leader of the Opposition	Leaders of the Minority Groups	Chairman of Scrutiny Committee	Vice-Chairman of Scrutiny Committees	Chairman of Planning Committee	Vice-Chairman of Planning	Shadow Cabinet Members	Chairman of Other Committees (Audit, Licensing etc.)	Vice-Chairman of Other Committees	Chairman of Standards Committee	Civic Allowances
Audit Group Authorities																	
Cannock	2012-2014	<u>£5,339^{1,2} (x41)</u>	£18,150	£9,260	£8,025 (x8)	£6,791			£6,791		£4,332		£0	£1,853 ³ (x8)			Council Chairman - £8,980 Council Vice-Chairman - £3,525
Ashfield	2012-2013	<u>£6,588 (x33)</u>	£18,121	£13,594	£10,876 (x4)	£7,194 ⁴ <u>£3,593⁵</u>	£3,597	<u>£1,176</u>	£10,876 ⁶ £7,194 ⁷ (x2)	£3,593 ⁷ (x2)	£7,194	£3,593		£4,093 ⁸ £3,593 ⁹ (x5)		£3,593	Council Chairman - £7,194 Council Vice-Chairman - £4,129
Bassetlaw	2012-2013	<u>£4,628 (x48)</u>	<u>£7,573</u>	<u>£3,236</u>	<u>£5,682 (x5)</u>	<u>£4,218</u>		£1,476	£3,164	£633	£1,265	£947		£3,164 <u>£2,106</u>	<u>£633</u> <u>£426</u>		Council Chairman - £7,941 Council Vice-Chairman - £2,559
Burnley	2014-2016	<u>£2,900 (x45)</u>	<u>£9,735</u>	<u>£2,434</u>	<u>£4,259 (x6)</u>	<u>£1,217 (x2)</u>			£4,050	£1,350	£2,434	£1,217		£1,217 ¹⁰ (x2)		£1,217	Council Mayor - £9,230 Council Deputy-Mayor - £50
Chorley	2013-2014	<u>£4,285 (x47)</u>	£12,929	£4,003	£4,285 (4)	£6,635		£1,867 ¹¹ <u>£933¹²</u>	£4,285	£1,429	£2,900	£1,429		£2,900 ¹³ £1,713 ¹⁴ £1,429 ¹⁵	£1,429 ¹⁵ £50 ¹⁴		Council Mayor - £9,750 Council Deputy-Mayor - £1,950
Erewash	2013-2014	<u>£3,848 (x51)</u>	£12,754	£6,374	£5,225 (x3)	£4,969			£3,377	£1,124	£3,377	£1,124		£3,377 ¹⁶ (x3)	£1,124 ¹⁶ (x3)	£3,377	Council Mayor - £3,555 Council Deputy-Mayor - £1,183
Hyndburn	2013-2014	<u>£4,498 (x35)</u>	£20,959	£10,480	£7,871 (x4)	£6,747	£2,249		£6,521	£5,398	£6,747	£2,249		£742 ¹⁷ (x3) £1,484 ¹⁸ (x2)	£742 ¹⁸		Council Mayor - £8,112
Kettering	2013-2014	<u>£5,431 (x36)</u>	£13,263	£8,302	£6,147 ²⁰ <u>£3,951²¹ (x5)</u>	£6,567	£1,439		£2,615 (x2)		£5,230			£2,589 ²² (x2)		£2,589	Council Mayor - £7,580 Council Deputy-Mayor - £1,439
Mansfield	2013-2014	<u>£6,187 (x37)</u>	<u>£53,151²³</u>	£17,968 ²⁴	£14,885 (x7)	£1,064		£688	£7,450		£10,321			£10,321 ²⁵ <u>£2,055²⁶</u>		£1,580	Council Chairman - £2,784 Council Vice-Chairman - £1,147
Nuneaton & Bedworth	2013-2014	<u>£4,734 (x34)</u>	<u>£12,429</u>	<u>£8,079</u>	£7,104 (x4)	£2,607			£3,912 (x3)		£4,620			£29,58 ²⁷ £4,620 ²⁸ <u>£2,607²⁹</u>		£2,607	Council Mayor - £8,750 Council Deputy-Mayor - £3,030
Pendle	2012-2013	<u>£3,000 (x49)</u>	<u>£6,000</u>		£1,500 (x9)	£1,500			£1,500		£500			£1,500 ³⁰ (x7) £500 ³¹ (x4)			Council Mayor - £5,310
Redditch	2013-2014	<u>£3,350 (x29)</u>	<u>£8,257³²</u>	<u>£6,247³²</u>	£1,560 ³³ (x5) <u>£1,075³⁴ (x2)</u>	£1,040			£2,009		£1,560			£1,340 ³⁵			Council Mayor - £3,690 Council Deputy-Mayor - £1,110
Rossendale	2013-2014	<u>£3,342 (x36)</u>	£13,336	£10,026	£6,684 (x6)	£6,684			£3,342 (x2)		£3,342	£150 ³⁶		£3,342 ³⁷	£150 ³⁸		Council Mayor - £3,500 Council Deputy-Mayor - £500
West Lancashire	2013-2014	<u>£4,842 (x54)</u>	<u>£12,101</u>	<u>£7,261</u>	£4,842 (x4)	£3,389	£1,694		£2,241 (x2)		£5,890			£2,421 ³⁹ (x2)			Council Mayor - £8,550 Council Deputy-Mayor - £1,680
Audit Group Average		<u>£4,498</u>	<u>£15,626³⁹</u> <u>£12,739⁴⁰</u>	<u>£8,251</u>	<u>£5,873</u>	<u>£4,281</u>	<u>£2,245</u>	<u>£1,228</u>	<u>£4,622</u>	<u>£2,255</u>	<u>£4,265</u>	<u>£1,530</u>	<u>£0</u>	<u>£2,680</u>	<u>£751</u>	<u>£2,494</u>	Council Chairman/Mayor - £6,780 Council Vice-Chairman/Deputy Mayor - £2,535

1 - Includes £1,224 for the purchase of consumables, such as ink cartridges, stationary, postage and the provision of indemnity insurance for work on outside bodies.

2 - Figure in brackets denotes the number of members the respective allowance applies to (allowance will only apply to one member unless otherwise stated).

3 - Applies to Audit & Governance Committee, Licensing & Public Protection Committee and Policy Development Committees (x6).

4 - Applies if Main Opposition Group is made of more than 6 Members. £294 is paid per Member of the Group, up to a cap of £10,876

5 - Applies if Main Opposition Group is made of less than 6 Members. £294 is also paid per Member of the Group

6 - Applies to Main Overview & Scrutiny Committee

7 - Applies to Scrutiny Panels

8 - Applies to Audit Committee

9 - Applies to Licensing Committee and Area Committees (x4)

10 - Applies to Audit Committee and Licensing Committee

11 - Leader of Medium Group (between 6 and 12 Members)

12 - Leader of Small Group (between 2 and 5 Members)

13 - Applies to Licensing & Safety Committee

14 - Applies to Governance Committee (this Committee also has responsibility for the Council's Standards functions (Vice-Chairman's allowance only paid when chairing the Committee in absence of the Chairman)

15 - Applies to the Equalities Forum (only payable if Chairman of the Forum is not a Cabinet Member)

16 - Applies to Licensing & Public Protection Committee, Driver's Licensing Panel and General Purposes Committee

17 - Applies to Area Council, Employment Committee and Audit Committee

18 - Applies to Judicial Committee (responsible for Hackney Carriage and Private Hire Taxi licensing) and Licensing Committee

19 - Applies to Licensing Committee

20 - Executive allowance for Finance portfolio holder

21 - Executive allowance for all other portfolio holders

22 - Applies to Licensing Committee and Planning Policy Committee

23 - Elected Mayor rather than Council Leader

24 - Deputy Mayor rather than Council Deputy Leader

25 - Applies to Licensing Committee

26 - Applies to Audit Committee

27 - Applies to Appeal Panels (up to four hours)

28 - Applies to Licensing Committee

29 - Applies to Audit Committee

30 - Applies to Licensing Committee and Area Committees (x6)

31 - Applies to Accounts and Audit Committee, Polling District and Station Review Committee, Restructuring Committee, Twinning Committee

32 - Includes £1,560 for payment as a portfolio holder

33 - Cabinet Members with portfolios (excluding the Leader and Deputy Leader)

34 - Cabinet Members without portfolios

35 - Applies to Licensing Committee

36 - One of payment will be made for each meeting the Vice-Chairman is required to cover in the absence of the Chairman

37 - Applies to Audit & Accounts Committee and Licensing Committee

38 - Applies to Licensing Committees (x2)

39 - Average includes allowance for Mansfield's Elected Mayor

40 - Average excludes allowance for Mansfield's Elected Mayor

DATA SHOWN IN *ITALICS* IS ABOVE THE AUDIT GROUP/STAFFORDSHIRE AVERAGE
DATA SHOWN UNDERLINED IS BELOW THE AUDIT GROUP/STAFFORDSHIRE AVERAGE

MEMBERS ALLOWANCES - COMPARISONS WITH AUDIT GROUP AUTHORITIES - TRAVEL, SUBSISTENCE AND OTHER ALLOWANCES

Local Authority	Year(s) of Current Scheme	Travel (per mile)	Subsistence (maximum amount)	Hotel Accommodation (maximum nightly rate)	Dependents' Carers' (maximum amount)	ICT/Computing	Telephone/Broadband	Pension Scheme Eligible?	Other Payments
Staffordshire Boroughs/District Authorities									
Cannock	2012-2014	46.9p (451-999cc) 52.2p (1000-1199cc) 65p (1200-1450cc)	£5.89 (breakfast) £8.11 (lunch) £3.20 (tea) £10.04 (evening meal)	£95.60 (standard) £109.03 (London)	£1.70 per hour ¹	£1,200 in year of (re)election ²	Included within the £1,224 paid as part of the Basic Allowance	Yes	Sick Pay
Ashfield	2012-2013	45p (cars and vans - up to 10,000 miles) 25p (car and vans above 10,000 miles) 24p (motor cycles - up to and above 10,000 miles) 20p (bicycle - up to and above 10,000 miles)	£4.31 (breakfast) £5.93 (lunch) £2.34 (tea) £7.35 (evening meal)	£115	Rates payable not specified in scheme	£1,200 over four year term	Included with ICT/Computing allowance	Yes	
Bassetlaw	2012-2013	45p (cars and vans - up to 10,000 miles) 25p (car and vans above 10,000 miles) 24p (motor cycles - up to and above 10,000 miles) 20p (bicycle - up to and above 10,000 miles)	£25 day rate	Rates payable not specified in scheme	£6.08 per hour (care of children) £11.90 per hour (care of other dependents) (maximum of ten hours per week)		£14 per month maximum for broadband £11.90 per month maximum for telephone calls	Yes	
Burnley	2014-2016	46.9p (451-999cc-cars) 52.2p (1000-1199cc-cars) 65p (1200-1450cc-cars) 12.4p up to 39.2p for motorcycles	£6.66 (breakfast) £9.18 (lunch) £3.62 (tea) £11.36 (evening meal)	£90 (outside London) £105 (London)	£6.31 per hour (current national minimum wage)			Yes	
Chorley	2013-2014	46.9p (451-999cc) 52.2p (1000-1199cc) 65p (1200-1450cc)	£6.22 (breakfast) £8.42 (lunch) £10.61 (dinner)	Rates payable not specified in scheme	£6.31 per hour (current national minimum wage)			Yes	
Erewash	2013-2014	46.9p (451-999cc) 52.2p (1000-1199cc) 65p (1200-1450cc)	£5.00 (breakfast) £5.00 (one meal - 5 hours rate) £10 (two meal - 10 hours rate) £15 (evening meal) ³		£6.31 per hour (current national minimum wage) (maximum of six hours per 24 hour period)			Not specified	
Hyndburn	2013-2014	31p (451-999cc-cars) 37p (1000-1199cc-cars) 44p (1200-1450cc-cars) 6p up to 16p for motorcycles £17 per year for bicycles	£4.57 (breakfast) £6.36 (lunch) £18.88 (dinner)	£109 (outside London) £129 (London)	£6.80 per hour			Yes	
Kettering	2013-2014	45p (up to 8,500 miles) 12p (above 8,500 miles)			Cost of care provided			Yes	
Mansfield	2013-2014	£577.78 - Elected Mayor £775.72 - Council Chairman £55.14 - Council Vice-Chairman £161.80 - Ward Area 1 £225.34 - Ward Area 2 £439.12 - Ward Area 3 ⁴ 40p - cars, 24p - motor cycles, 20p - bicycles ⁵	£6.32 (breakfast) £8.71 (lunch) £3.61 (tea) £10.80 (evening meal) ⁵	£99.72 (outside London) £113.71 (London or Conferences)	£5.50 per hour (care of children) Rate for adult care not specified	£400 per term in office (four years)	Internet allowance paid at minimum available broadband cost	Yes	
Nuneaton & Bedworth	2013-2014	46.9p (451-999cc) 52.2p (1000-1199cc) 65p (1200-1450cc)	£6.03 (breakfast) £8.30 (lunch) £3.27 (tea) £10.29 (evening meal)	Cost of hotel room	£5.00 per hour (maximum of four hours in any 24 hour period)	ICT, broadband (and telephone if required) provided and costs met by the Council - £40 allowance payable for purchase of accessories £357 - telephone calls		Yes	
Pendle	2012-2013	46.9p			£3.00 per hour			Yes	
Redditch	2013-2014	45p (cars and vans - up to 10,000 miles) 25p (car and vans above 10,000 miles) 24p (motor cycles - up to and above 10,000 miles) 20p (bicycle - up to and above 10,000 miles)	£5.00 (breakfast) £6.75 (lunch) £20.00 (dinner)		Cost of care provided			Not specified	£269 per year (x4) ⁶
Rossendale	2013-2014	46.9p (451-999cc) 52.2p (1000cc+) ⁵	Reasonable amount payable ⁵	Minimum amount possible payable	£750 per year			Yes	
West Lancashire	2013-2014	34.6p (451-999cc-cars) 39.5p (1000-1199cc-cars) 48.5p (1200-1450cc-cars) 8.5p up to 16.5p for motorcycles 30p for bicycles	£4.92 (breakfast) £6.77 (lunch) £2.67 (tea) £8.38 (evening meal)	£79.82 (outside London) £91.04 (London or Conferences)	£6.00 per hour			Not specified	

1 - Amount based on maximum wage payable to carer as set by government (currently £59.75 for a 35 hour week).

2 - £400 per year is then payable for the remaining three years in office. This is paid as an £800 lump sum, following by monthly payments of £33.33 for the rest of their term in office.

3 - National subsistence rates set by HMRC

4 - All these allowances are flat rate payable inclusive of travel and subsistence for Council business **within the District**5 - Rates applicable for business **outside of the District**

6 - Payable to members appointed to major outside bodies (Local Government Association General Assembly, Urban Commission, Rural Commission and West Midlands Employers)

Committee Meetings – May 2012 to May 2014

Formal (Public) Committees	Meetings Frequency	Meetings Held (May 12 – May 13)	Meetings Held/Planned (May 13 – May 14)
Appeals & Complaints Panel	When required	14	5*
Audit & Governance Committee	1 to 4 months	5	5
Cabinet	4/5 weeks	12	10
Community Forums (x4)	Quarterly	16	16
Council	6 to 8 weeks	10	9
Culture & Sport Policy Development Committee	2 to 3 months	4	4
Economic Development & Planning Policy Development Committee	2 to 3 months	4	5
Environment Policy Development Committee	2 to 3 months	4	4
Health & Wellbeing Policy Development Committee	2 to 3 months	4	5
Health Scrutiny Committee	1 to 2 months	7	7
Housing Policy Development Committee	2 to 3 months	5	4
Joint Parking Committee	Quarterly	5	4
Licensing & Public Protection Committee	When required	11	9*
Licensing Sub-Committee	When required	7	11*
Planning Control Committee	3 weekly	18	19
Rate Relief Committee	3 to 4 months	3	3
Scrutiny Committee	2 to 3 months	6	5
Standards Committee	3 months	2	2
Town Centre Regeneration Policy Development Committee	2 to 3 months	4	5
Informal (Non-Public) Committees	Meetings Frequency	Meetings Held (May 12 – May 13)	Meetings Held/Planned (May 13 – May 14)
Joint Cabinet/DMT	4/5 weeks	11	11
Shadow Cabinet	4/5 weeks	10	9
Delivering Change Panel	January Only	1	0
Trade Union Consultative Forum	4 months	3	3
TOTAL		166	155

* Additional meetings may still be called before the end of the Municipal Year even though some are already scheduled.

PART 6

SECTION 50

COUNCILLORS'

ALLOWANCES

SCHEME 2014-16

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Councillors' Allowances

This document contains the scheme for Councillors' Allowances as approved by the Council for the period ~~1 April, 2014~~ to 31 March, ~~2016~~. Any amendments to the scheme require the approval of the Council.

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Councillors' Allowances Scheme

1. INTRODUCTION

1.1 This scheme, which may be cited as the Cannock Chase Council Councillors' Allowances Scheme, was approved by Cannock Chase Council at its meeting on 9 April, 2014, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.

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1.2 This scheme replaces all previous Councillors' Allowances Schemes.

1.3 The Allowances mentioned in this scheme shall be implemented with effect from 1 April, 2014 and shall run until 31 March, 2016.

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1.4 Any other amendments to the Scheme will be solely determined by the Council, following receipt of recommendations from the Independent Remuneration Panel.

2. EXPLANATION OF TERMS

2.1 In this scheme,

“Councillor” means a Councillor of Cannock Chase Council.

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“Year” means the 12 months commencing from the Council's Annual General Meeting

3. BASIC ALLOWANCE

3.1 Subject to paragraph 6, for each year a basic allowance shall be paid to each Councillor, in accordance with the table at Schedule 1 to include a notional allowance for the provision of telephones, fax facilities and indemnity insurance.

4. SPECIAL RESPONSIBILITY ALLOWANCES

4.1. For each year a special responsibility allowance, comprising component elements to be agreed by the Council, may be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme provided that a signed request form has been received by the Chief Executive from the Councillor confirming their wish to receive a special responsibility allowance.

4.2. Subject to paragraph 6, the amount of each such element shall be the amount specified against that special responsibility in that schedule.

4.3. With the exception of those Councillors in receipt of a Civic Allowance, Councillors shall be entitled to only one special responsibility allowance, with the single highest

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allowance being paid. Those Councillors in receipt of a Civic Allowance shall also be entitled to a special responsibility allowance, where appropriate.

5. RENUNCIATION

- 5.1. A Councillor may give notice in writing to the Chief Executive to elect to forego any part of his entitlement to an allowance under this scheme.

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6. 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 special responsibility in respect of which a special responsibility is payable.
- 6.2. 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 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 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 days in the period bears to the number of days in the year.
- 6.3. If an amendment to this scheme changes the duties specified in schedule 2 to this scheme, the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- 6.4. 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.
- 6.5. Where this scheme is amended as mentioned in sub-paragraph 6.2, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 6.2(a), the entitlement of any such Councillor to a 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.

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6.6. 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.

6.7. Where this scheme is amended as mentioned in sub-paragraph 6.2, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 6.2(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 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.

7. LOCAL GOVERNMENT PENSION SCHEME (LGPS)

7.1 Under the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, any Councillors elected or re-elected after 1 April 2014 are **not** entitled to membership of the Local Government Pension Scheme.

Any serving Councillors who were members of the LGPS on 31 March 2014 may continue to be a member until their term of office as a Councillor ends in the years 2014, 2015 or 2016 (this covers the period of District Elections which took place in 2010, 2011 and 2012).

Deleted: Councillors shall be entitled to membership of the Local Government Pension Scheme in accordance with a scheme made under Section 7 of the Superannuation Act 1972. Both the basic allowance and the special responsibility allowance may be treated as amounts in respect of which such pensions are payable in accordance with the scheme.¶

8. SUSPENSION OR PARTIAL SUSPENSION OF COUNCILLORS

8.1 Where a Councillor or Independent Member is suspended or partially suspended from responsibilities or duties as a member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the allowance payable (including travel and subsistence allowances) in respect of the period of suspension or partial suspension may be withheld by the Council.

8.2 Where payment of any allowance has already been made in respect of any period during which the member is concerned is:

- (i) suspended or partially suspended from responsibilities or duties as described above;
- (ii) ceases to be a Member of the Council; or
- (iii) is in any other way not entitled to receive the allowances in respect of that period,

the Council may require that such part of the allowance as they relate to any such period be repaid to the Council.

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9. TRAVEL AND SUBSISTENCE

- 9.1. Payment of allowances for travel and subsistence are not payable under this Scheme, but Councillors shall be entitled to receive payments by way of travelling allowance or subsistence allowance under the provisions of Section 174 of the Local Government Act, 1972 in connection with performing any of the approved duties set out in Annex 1 to this Scheme. The amounts of such payments and limits and conditions relating to them are set out in Annex 2 to this Scheme.

10. TRAVEL AND SUBSISTENCE OUTSIDE THE U.K.

- 10.1. Payment of travel and subsistence allowances for official duties outside the United Kingdom are not payable under the Scheme, but travelling and subsistence allowances are payable under Section 174 of the Local Government Act, 1972 and are detailed in Annex 3.

11. CLAIMS AND PAYMENTS

- 11.1 Payments shall be made: -

- (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme on the 25th of each month (20th December) by bank credit transfer (BACS);
- (b) in respect of travel and subsistence expenses, on the 25th of the month (20th December) following submission by a Councillor provided that submission is made to the Director of Governance by the 7th day of that month.

Where the 25th/20th falls on a non-banking day, payment will be made on the last banking day before.

- 11.2 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, he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled.

12. PUBLICITY

- 12.1. Details of this scheme will be publicised within the Authority's area as soon as possible after the Council has agreed or amended the scheme.
- 12.2. As soon as practicable after the end of the year the Authority shall make arrangements for the publication, within the Authority's area, of the total payments of each allowance made to Councillors in accordance with Regulation 15 of the Local Authorities (Councillors Allowances) (England) Regulations 2003.

Schedule 1

Basic, Special Responsibility and Other Allowances

Basic Allowance

The Basic Allowance is £5,339 of which £1,224 is included in this sum for the purchase of consumables by Councillors, such as ink cartridges, stationery, postage and the provision of indemnity insurance for work on outside bodies, which shall be arranged by each individual Councillor as they see fit.

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For the 2015-16 financial year, the level of Basic Allowance payable will be amended in line with the Consumer Price Index (CPI) rate applicable in December 2014.

Special Responsibility Allowances

Special Responsibility Allowances shall be paid as follows (with effect from 1 April, 2014):

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Leader of the Council	£18,150
Deputy Leader of the Council	£9,260
Councillors of Cabinet	£8,025
Leader of the Opposition	£6,791
Chairman of Scrutiny Committee	£6,791
Chairman of Planning Control Committee	£4,322
Chairmen of Policy Development Committees	£1,853
Chairman of Licensing & Public Protection Committee	£1,853
Chairman of Audit & Governance Committee	£1,853

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For the 2015-16 financial year, the level of Special Responsibility Allowances payable will be amended in line with the Consumer Price Index (CPI) rate applicable in December 2014.

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Civic Allowance

The nature of the allowances payable to the Council Chairman and Vice-Chairman are different in nature from the other allowances payable, due to the very much different role played by these Councillors as civic leaders. These are thus payable as “cash” sums, rather than the more salary-like basis of most other allowances.

The Civic Allowance for the Chairman of the Council is £8,980, with the Vice-Chairman’s Civic Allowance at £3,525.

For the 2015-16 financial year, the level of Civic Allowances payable will be amended in line with the Consumer Price Index (CPI) rate applicable in December 2014.

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Independent Councillors

The payment to independent Councillors with decision-making powers, such as those on the Standards Committee and the Independent Remuneration Panel, is £220 per annum.

Computer Allowance

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Councillors shall be provided with a “thin client” computer workstation by the Council to use for Council business. Where this method of computer access does not meet their needs, Councillors are entitled to receive an allowance to provide their own computer for use with Council business, provided that they are eligible under the Scheme.

Following their (re-) election, Councillors will determine whether they would wish to be provided with a “thin client” workstation or purchase their own computer which will be used for Council business. This arrangement is fixed until the end of the Councillor’s current term in office, unless he/she has exceptional circumstances for wanting to change to the alternative option under the scheme, which must be agreed by the Director of Governance.

The following terms and conditions will apply to those Councillors who opt to provide their own computer for use with Council business:

- (i) In addition to providing their own computer Councillors must also provide their own printers, broadband link, software and consumables. The Council will not provide any equipment or technical support in such circumstances.
- (ii) An allowance of £1,200 will be paid to Councillors in their year of (re) election, followed by £400 per annum for each of the following three years. This will be paid as a £800 lump sum on (re-)election followed by monthly payments of £33.33 for the remainder of their current term in office. All payments are subject to tax.
- (iii) Councillors shall be required to produce a receipt for the expenditure incurred in purchasing the equipment, with the amount payable being fixed irrespective of whether the receipt for the equipment is greater or less than the allowance payable.
- (iv) No access will be provided to the Council’s internal systems. However e-mails, minutes and agendas are accessible via the Council’s website.
- (v) Other than setting up access to e-mails and providing basic training in respect of e-mail and accessing committee papers on-line, Councillors will not be provided with any technical support by the Council.
- (vi) Councillors must certify on an annual basis that their computer meets the Council’s technical specification for the purposes of conducting Council business.

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- (vii) Those Councillors who are also County Councillors will be able to opt for either a “thin-client” computer, purchase their own computer or use their County Council computer to access District Council information, such as e-mails. Those Councillors who opt to use their County Council computer will not be entitled to a computer allowance under this scheme.

Carers Allowances

Councillors shall be reimbursed for the actual costs incurred as a result of providing care for:

- (i) Children under the age of 14, which will be reimbursed at actual cost subject to a maximum hourly rate equivalent to the maximum wage applicable to the age of carer; and
- (ii) Persons over the age of 60 and people with disabilities or learning difficulties will normally be reimbursed at the same level as for children, except where professional care is required the hourly limit should increase to the rate chargeable by the County Social Services Department for the provision of a Community Care Worker.

The person to be cared for should be someone who normally lives in the claimant’s household who cannot be left unsupervised. In addition, the carer employed should not be someone who normally lives with the claimant. The allowance is payable for approved duties only as defined in the Members Allowances Regulations 2003.

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Schedule 2

Approved Duties

Approved duties are prescribed as:-

- (a) Attendance of appointed Councillors at meetings of the Council, Cabinet, Committees Select Committees, and other Council meetings.
- (b) Attendance of appointed Councillors at Special Meetings.
- (c) Attendance of invited Councillors at meetings.

Note: A payment shall be made only to Councillors invited to attend to participate by the Chairman of the Committee ~~etc.~~ prior to the meeting and whose names are recorded in the Minutes as being present with an indication of the Chairman's reasons for permitting participation.

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- (d) Attendance at meetings that relate to the business of the Council i.e. presentations and events whereby all Councillors of the Council are invited to attend.
- (e) Attendance of at least two Group Leaders (or, where only one Group Leader exists, two Councillors) at meetings called by the Chief Executive.
(Refer to Schedule 2(b))
- (f) Attendance of Councillors appointed to deputations, site visits or like business, where prior approval by the Council/Committee has been granted

Note: Eligible provided that the duty for which the attendance is paid shall have had prior approval by the Committee requiring the duty to be undertaken or, in exceptional circumstances, by the Chief Executive after consultation with the Chairman of the Council.

- (g) Attendance at meetings by Councillors of the Cabinet in their capacity as Portfolio Leader.
- (h) Attendance at:-
 - (i) Bodies of national, regional or county standing which carry out directly related Council functions. The Councillor appointed to these bodies must be appointed to 'act' on behalf of the Council, which must form part of the list of bodies approved by Council and Cabinet.

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Note: Although not part of this Scheme, attendance at approved Conferences will also qualify for payment of travelling expenses and subsistence under Section 175 of the Local Government Act, 1972. The approved Conferences are:-

- (A) Local Government Association Annual Conference:
Leader of the Council and Chief Executive
- (B) Chartered Institute of Public Finance and Accountancy:
Leader for Corporate Improvement and Head of Finance
- (C) Chartered Institute of Housing:
Leader for Housing and Head of Housing and Waste Management
- (D) LGA Economic Regeneration Conference:
Leader for Economic Development & Planning and Head of Service LEP
Consultant/Head of Economic Development
- (E) Chartered Institute for the Management of Sport & Physical Activity:
Leader for Culture & Sport and Corporate Director or Head of
Commissioning

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. Chairman of Standards Committee and Monitoring Officer (or nominees)¶

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Annex 1

Travel and Subsistence Allowance

Approved duties for the purposes of payment of travelling and subsistence allowances under Section 174 of the Local Government Act, 1972 shall be payable in respect of the following:-

- (a) All Approved Duties for the purposes of Councillors' Allowances Scheme referred to in the Second Schedule to the scheme.
- (b) Attendance of Chairman/Vice-Chairman of the Council, Cabinet ~~or~~ Committees for Agenda discussion or on business of the Council, Committee or Sub-Committee.
- (c) Attendance of Councillors at Council offices on the business of the Council.
- (d) Attendance of Councillors on courses or seminars approved by the Council, Committee or Sub-Committee.
- (e) Bodies of local standing generally having statutory backing carrying out functions of a consultative nature but not necessarily being directly or indirectly related to local authority work.
- (f) The Executive Committee of the Staffordshire Parish Councils' Association.
- (g) In pursuance of any Standing Order requiring a Councillor or Councillors to be present while Tenders are opened or the Council's seal is affixed to any document.

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Annex 2

Travel and Subsistence Allowances

TRAVEL

Councillors shall be paid car mileage rates in accordance with rates paid to Officers, including any local amendments to national rates.

- (a) If Councillors use a taxi regularly to attend meetings and they live within easy access to a convenient bus route then reimbursement will only be made at the appropriate bus fare rate.
- (b) Journeys from the place of Council meetings to the place of work are considered to be for the purpose of attending work and reimbursement of travelling allowance will not be paid.
- (c) When refreshments/meals are provided at meetings subsistence should not be claimed.

OTHER TRAVEL AND SUBSISTENCE

Councillors shall be paid in accordance with rates paid to Officers, including any local amendments to national rates.

The travel and subsistence allowances should be adjusted annually in line with those paid to Officers.

Note: Claims for travel and subsistence will not be approved unless accompanied with appropriate VAT receipts as proof of the expense being incurred.

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April, 2014

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Annex 3

Travel and Subsistence Allowances Outside The U.K.

- 1.1 For approved duties within the U.K. there are a series of subsistence allowances approved by the Secretary of State, dependent on the location, duration and purpose of the duty.
- 1.2 However, the Secretary of State has no jurisdiction to determine subsistence rates abroad and each Local Authority must pay whatever it considers appropriate.
- 1.3 Accordingly, the Council has adopted the following scheme for the payment of subsistence on official duty outside the U.K.:
- 1.4 Councillors of the Council and Officers required to undertake official duties outside the U.K. shall be entitled to the following travel and subsistence allowances:
 - (i) Full cost of all travel (to the extent that it is not met directly by the Council) from the Councillor's/Officer's home or office as appropriate to the place of duty, all necessary travel whilst engaged on the duty and return, such costs to be supported by appropriate receipts.
 - (ii) Full cost of accommodation for the duration of the duty (to the extent that it is not met directly by the Council), such costs to be supported by appropriate receipts.
 - (iii) The reasonable cost of all meals purchased (not including alcoholic beverages) such costs to be supported by appropriate receipts.
 - (iv) The commission charged on the necessary exchange of sterling into the appropriate foreign currency and the commission charged on the necessary exchange of the appropriate foreign currency back into sterling, such costs to be supported by appropriate receipts.
 - (v) The monetary loss as a consequence of differing exchange rates as a consequence of the exchange of the appropriate foreign currency into sterling, as identified on the exchange receipt and calculated by the Director of Resources.
 - (vi) The sum of £10 per day or part thereof to meet incidental, unidentified expenses.

The sterling equivalent of costs arising under (i), (ii) and (iii) above, when not in sterling, will be calculated using the exchange rate identified on the "out of sterling" currency exchange document.

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Annex 4

National Insurance Contributions

1. If a Councillor is paid Councillors' Allowance equalling or exceeding the lower earnings limit of £481 per month (correct as at 6/4/14 – however, increases in line with the Chancellor's Annual Budget), as from 6th April, 1997, there is a liability for Class 1 (earnings related) contributions.

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2. The contributions are payable whether or not the Councillor has other employment or self-employment. There is an annual maximum for contribution liability for people with more than one job and in some instances a Councillor in this position may be entitled to a refund of contributions; alternatively, a Councillor may be able to apply to defer payment of contributions in his capacity as a Councillor. An explanatory leaflet (NP28 - People with more than one job) is available from social security offices. In addition, leaflet NP18 is available for people who pay Class 1 contributions and are also self-employed.

3. Certain Councillors may be exempt from National Insurance either by virtue of age or already on the maximum rate elsewhere. If this is the case, the Councillor will need to provide the Head of Finance with an exemption certificate.

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Further, advice can be sought from the Head of Finance.

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Annex 5

Social Security Contributions and Benefits

1. Payment of allowances will count as earnings for social security purposes. Councillors can be affected, therefore, both as contributors to the social security scheme and as beneficiaries. The above allowances will be chargeable to Schedule E for income tax and accordingly will give rise to liability for national insurance contributions unless the payments fall below the lower earnings limit.

2. These contributions can, of course, give rise to pension entitlement. As regards social security benefits, a number are subject to earnings rules, and can therefore be affected by the receipt of attendance allowance. A Councillor who is receiving a particular benefit and is in doubt about how it may be affected is recommended to make enquiries at the local offices of the Department for Work and Pensions.

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Annex 6

Statutory Sick Pay

1. The provisions of the above came into force for 'Employees' on the 6th April 1984. It has now been stated in a circular issued by the Department of the Environment that Councillors who are in receipt of Councillors' Allowances are considered to be 'employed' by their authority and will also be included where they meet the conditions of the scheme. The reasoning behind this is that these payments are subject to National Insurance contributions where they are greater than the lower earnings limit and consequently there may be an entitlement to State Sickness Benefit from the Department of Social Security. As Statutory Sick Pay replaces State Sickness Benefit, Councillors whose allowances attract National Insurance contributions may qualify for this payment. The regulations are complex and wide-ranging, and although it is unlikely that the provisions of Statutory Sick Pay (SSP) will have any widespread relevance to Councillors of this Authority, it is felt, nevertheless, that all Councillors should be aware of the entitlement. Further details will be made available upon request.
2. Where a Councillor wishes to make a claim for payment of SSP it is essential that there is a notification on the first day of absence due to sickness to the Human Resources Division.
3. Further advice and documentation will then be issued.

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	Chairman of the Fundamental Service Review		£840
	Chairman of the Standards Committee (Independent Councillor)		£378

PART 6

SECTION 50

COUNCILLORS' ALLOWANCES SCHEME 2014-16

Councillors' Allowances

This document contains the scheme for Councillors' Allowances as approved by the Council for the period 1 April, 2014 to 31 March, 2016. Any amendments to the scheme require the approval of the Council.

CONTENTS

Paragraph 1	Introduction
Paragraph 2	Explanation of Terms
Paragraph 3	Basic Allowance
Paragraph 4	Special Responsibility Allowances
Paragraph 5	Renunciation
Paragraph 6	Part-year Entitlements
Paragraph 7	Local Government Pension Scheme
Paragraph 8	Suspension or Partial Suspension of Councillors
Paragraph 9	Travel and Subsistence
Paragraph 10	Travel and Subsistence outside the U.K.
Paragraph 11	Claims and Payments
Paragraph 12	Publicity
Schedule 1	Basic, Special Responsibility and Other Allowances
Schedule 2	Approved Duties
Annex 1	Travel and Subsistence Allowance
Annex 2	Travel and Subsistence Allowances
Annex 3	Travel and Subsistence Allowances Outside the United Kingdom
Annex 4	National Insurance Contributions
Annex 5	Social Security Payments and Benefits
Annex 6	Statutory Sick Pay

Councillors' Allowances Scheme

1. INTRODUCTION

- 1.1 This scheme, which may be cited as the Cannock Chase Council Councillors' Allowances Scheme, was approved by Cannock Chase Council at its meeting on 9 April, 2014 in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 This scheme replaces all previous Councillors' Allowances Schemes.
- 1.3 The Allowances mentioned in this scheme shall be implemented with effect from 1 April, 2014 and shall run until 31 March, 2016.
- 1.4 Any other amendments to the Scheme will be solely determined by the Council, following receipt of recommendations from the Independent Remuneration Panel.

2. EXPLANATION OF TERMS

- 2.1 In this scheme,

“Councillor” means a Councillor of Cannock Chase Council.

“Year” means the 12 months commencing from the Council's Annual General Meeting

3. BASIC ALLOWANCE

- 3.1 Subject to paragraph 6, for each year a basic allowance shall be paid to each Councillor, in accordance with the table at Schedule 1 to include a notional allowance for the provision of telephones, fax facilities and indemnity insurance.

4. SPECIAL RESPONSIBILITY ALLOWANCES

- 4.1. For each year a special responsibility allowance, comprising component elements to be agreed by the Council, may be paid to those Councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme provided that a signed request form has been received by the Chief Executive from the Councillor confirming their wish to receive a special responsibility allowance.
- 4.2. Subject to paragraph 6, the amount of each such element shall be the amount specified against that special responsibility in that schedule.
- 4.3. With the exception of those Councillors in receipt of a Civic Allowance, Councillors shall be entitled to only one special responsibility allowance, with the single highest

allowance being paid. Those Councillors in receipt of a Civic Allowance shall also be entitled to a special responsibility allowance, where appropriate.

5. RENUNCIATION

- 5.1. A Councillor may give notice in writing to the Chief Executive to elect to forego any part of his entitlement to an allowance under this scheme.

6. 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 special responsibility in respect of which a special responsibility is payable.
- 6.2. 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 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 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 days in the period bears to the number of days in the year.
- 6.3. If an amendment to this scheme changes the duties specified in schedule 2 to this scheme, the entitlement to an allowance shall be to the payment of the amount of the allowance under the scheme as it has effect when the duty is carried out.
- 6.4. 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.
- 6.5. Where this scheme is amended as mentioned in sub-paragraph 6.2, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 6.2(a), the entitlement of any such Councillor to a 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.

- 6.6. 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.
- 6.7. Where this scheme is amended as mentioned in sub-paragraph 6.2, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 6.2(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 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.

7. LOCAL GOVERNMENT PENSION SCHEME (LGPS)

- 7.1 Under the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, any Councillors elected or re-elected after 1 April 2014 are **not** entitled to membership of the Local Government Pension Scheme.

Any serving Councillors who were members of the LGPS on 31 March 2014 may continue to be a member until their term of office as a Councillor ends in the years 2014, 2015 or 2016 (this covers the period of District Elections which took place in 2010, 2011 and 2012).

8. SUSPENSION OR PARTIAL SUSPENSION OF COUNCILLORS

- 8.1 Where a Councillor or Independent Member is suspended or partially suspended from responsibilities or duties as a member of the Council in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the allowance payable (including travel and subsistence allowances) in respect of the period of suspension or partial suspension may be withheld by the Council.
- 8.2 Where payment of any allowance has already been made in respect of any period during which the member is concerned is:
- (i) suspended or partially suspended from responsibilities or duties as described above;
 - (ii) ceases to be a Member of the Council; or
 - (iii) is in any other way not entitled to receive the allowances in respect of that period,

the Council may require that such part of the allowance as they relate to any such period be repaid to the Council.

9. TRAVEL AND SUBSISTENCE

- 9.1. Payment of allowances for travel and subsistence are not payable under this Scheme, but Councillors shall be entitled to receive payments by way of travelling allowance or subsistence allowance under the provisions of Section 174 of the Local Government Act, 1972 in connection with performing any of the approved duties set out in Annex 1 to this Scheme. The amounts of such payments and limits and conditions relating to them are set out in Annex 2 to this Scheme.

10. TRAVEL AND SUBSISTENCE OUTSIDE THE U.K.

- 10.1. Payment of travel and subsistence allowances for official duties outside the United Kingdom are not payable under the Scheme, but travelling and subsistence allowances are payable under Section 174 of the Local Government Act, 1972 and are detailed in Annex 3.

11. CLAIMS AND PAYMENTS

- 11.1 Payments shall be made: -

- (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme on the 25th of each month (20th December) by bank credit transfer (BACS);
- (b) in respect of travel and subsistence expenses, on the 25th of the month (20th December) following submission by a Councillor provided that submission is made to the Director of Governance by the 7th day of that month.

Where the 25th/20th falls on a non-banking day, payment will be made on the last banking day before.

- 11.2 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, he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled.

12. PUBLICITY

- 12.1. Details of this scheme will be publicised within the Authority's area as soon as possible after the Council has agreed or amended the scheme.
- 12.2. As soon as practicable after the end of the year the Authority shall make arrangements for the publication, within the Authority's area, of the total payments of each allowance made to Councillors in accordance with Regulation 15 of the Local Authorities (Councillors Allowances) (England) Regulations 2003.

Schedule 1

Basic, Special Responsibility and Other Allowances

Basic Allowance

The Basic Allowance is £5,339 of which £1,224 is included in this sum for the purchase of consumables by Councillors, such as ink cartridges, stationery, postage and the provision of indemnity insurance for work on outside bodies, which shall be arranged by each individual Councillor as they see fit.

For the 2015-16 financial year, the level of Basic Allowance payable will be amended in line with the Consumer Price Index (CPI) rate applicable in December 2014.

Special Responsibility Allowances

Special Responsibility Allowances shall be paid as follows (with effect from 1 April, 2014):

Leader of the Council	£18,150
Deputy Leader of the Council	£9,260
Councillors of Cabinet	£8,025
Leader of the Opposition	£6,791
Chairman of Scrutiny Committee	£6,791
Chairman of Planning Control Committee	£4,322
Chairmen of Policy Development Committees	£1,853
Chairman of Licensing & Public Protection Committee	£1,853
Chairman of Audit & Governance Committee	£1,853

For the 2015-16 financial year, the level of Special Responsibility Allowances payable will be amended in line with the Consumer Price Index (CPI) rate applicable in December 2014.

Civic Allowance

The nature of the allowances payable to the Council Chairman and Vice-Chairman are different in nature from the other allowances payable, due to the very much different role played by these Councillors as civic leaders. These are thus payable as “cash” sums, rather than the more salary-like basis of most other allowances.

The Civic Allowance for the Chairman of the Council is £8,980, with the Vice-Chairman’s Civic Allowance at £3,525.

For the 2015-16 financial year, the level of Civic Allowances payable will be amended in line with the Consumer Price Index (CPI) rate applicable in December 2014.

Independent Councillors

The payment to independent Councillors with decision-making powers, such as those on the Standards Committee and the Independent Remuneration Panel, is £220 per annum.

Computer Allowance

Councillors shall be provided with a “thin client” computer workstation by the Council to use for Council business. Where this method of computer access does not meet their needs, Councillors are entitled to receive an allowance to provide their own computer for use with Council business, provided that they are eligible under the Scheme.

Following their (re-) election, Councillors will determine whether they would wish to be provided with a “thin client” workstation or purchase their own computer which will be used for Council business. This arrangement is fixed until the end of the Councillor’s current term in office, unless he/she has exceptional circumstances for wanting to change to the alternative option under the scheme, which must be agreed by the Director of Governance.

The following terms and conditions will apply to those Councillors who opt to provide their own computer for use with Council business:

- (i) In addition to providing their own computer Councillors must also provide their own printers, broadband link, software and consumables. The Council will not provide any equipment or technical support in such circumstances.
- (ii) An allowance of £1,200 will be paid to Councillors in their year of (re) election, followed by £400 per annum for each of the following three years. This will be paid as a £800 lump sum on (re-)election followed by monthly payments of £33.33 for the remainder of their current term in office. All payments are subject to tax.
- (iii) Councillors shall be required to produce a receipt for the expenditure incurred in purchasing the equipment, with the amount payable being fixed irrespective of whether the receipt for the equipment is greater or less than the allowance payable.
- (iv) No access will be provided to the Council’s internal systems. However e-mails, minutes and agendas are accessible via the Council’s website.
- (v) Other than setting up access to e-mails and providing basic training in respect of e-mail and accessing committee papers on-line, Councillors will not be provided with any technical support by the Council.
- (vi) Councillors must certify on an annual basis that their computer meets the Council’s technical specification for the purposes of conducting Council business.

- (vii) Those Councillors who are also County Councillors will be able to opt for either a “thin-client” computer, purchase their own computer or use their County Council computer to access District Council information, such as e-mails. Those Councillors who opt to use their County Council computer will not be entitled to a computer allowance under this scheme.

Carers Allowances

Councillors shall be reimbursed for the actual costs incurred as a result of providing care for:

- (i) Children under the age of 14, which will be reimbursed at actual cost subject to a maximum hourly rate equivalent to the maximum wage applicable to the age of carer; and
- (ii) Persons over the age of 60 and people with disabilities or learning difficulties will normally be reimbursed at the same level as for children, except where professional care is required the hourly limit should increase to the rate chargeable by the County Social Services Department for the provision of a Community Care Worker.

The person to be cared for should be someone who normally lives in the claimant’s household who cannot be left unsupervised. In addition, the carer employed should not be someone who normally lives with the claimant. The allowance is payable for approved duties only as defined in the Members Allowances Regulations 2003.

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Note: A payment shall be made only to Councillors invited to attend to participate by the Chairman of the Committee etc., prior to the meeting and whose names are recorded in the Minutes as being present with an indication of the Chairman's reasons for permitting participation.

- (d) Attendance at meetings that relate to the business of the Council i.e. presentations and events whereby all Councillors of the Council are invited to attend.
- (e) Attendance of at least two Group Leaders (or, where only one Group Leader exists, two Councillors) at meetings called by the Chief Executive.
(Refer to Schedule 2(b))
- (f) Attendance of Councillors appointed to deputations, site visits or like business, where prior approval by the Council/Committee has been granted

Note: Eligible provided that the duty for which the attendance is paid shall have had prior approval by the Committee requiring the duty to be undertaken or, in exceptional circumstances, by the Chief Executive after consultation with the Chairman of the Council.

- (g) Attendance at meetings by Councillors of the Cabinet in their capacity as Portfolio Leader.
- (h) Attendance at:-
 - (i) Bodies of national, regional or county standing which carry out directly related Council functions. The Councillor appointed to these bodies must be appointed to 'act' on behalf of the Council, which must form part of the list of bodies approved by Council and Cabinet.

Note: Although not part of this Scheme, attendance at approved Conferences will also qualify for payment of travelling expenses and subsistence under Section 175 of the Local Government Act, 1972. The approved Conferences are:-

- (A) Local Government Association Annual Conference:
Leader of the Council and Chief Executive
- (B) Chartered Institute of Public Finance and Accountancy:
Leader for Corporate Improvement and Head of Finance
- (C) Chartered Institute of Housing:
Leader for Housing and Head of Housing and Waste Management
- (D) LGA Economic Regeneration Conference:
Leader for Economic Development & Planning and Head of Service LEP
Consultant/Head of Economic Development
- (E) Chartered Institute for the Management of Sport & Physical Activity:
Leader for Culture & Sport and Corporate Director or Head of
Commissioning

Annex 1

Travel and Subsistence Allowance

Approved duties for the purposes of payment of travelling and subsistence allowances under Section 174 of the Local Government Act, 1972 shall be payable in respect of the following:-

- (a) All Approved Duties for the purposes of Councillors' Allowances Scheme referred to in the Second Schedule to the scheme.
- (b) Attendance of Chairman/Vice-Chairman of the Council, Cabinet or Committees for Agenda discussion or on business of the Council, Committee or Sub-Committee.
- (c) Attendance of Councillors at Council offices on the business of the Council.
- (d) Attendance of Councillors on courses or seminars approved by the Council, Committee or Sub-Committee.
- (e) Bodies of local standing generally having statutory backing carrying out functions of a consultative nature but not necessarily being directly or indirectly related to local authority work.
- (f) The Executive Committee of the Staffordshire Parish Councils' Association.
- (g) In pursuance of any Standing Order requiring a Councillor or Councillors to be present while Tenders are opened or the Council's seal is affixed to any document.

Annex 2

Travel and Subsistence Allowances

TRAVEL

Councillors shall be paid car mileage rates in accordance with rates paid to Officers, including any local amendments to national rates.

- (a) If Councillors use a taxi regularly to attend meetings and they live within easy access to a convenient bus route then reimbursement will only be made at the appropriate bus fare rate.
- (b) Journeys from the place of Council meetings to the place of work are considered to be for the purpose of attending work and reimbursement of travelling allowance will not be paid.
- (c) When refreshments/meals are provided at meetings subsistence should not be claimed.

OTHER TRAVEL AND SUBSISTENCE

Councillors shall be paid in accordance with rates paid to Officers, including any local amendments to national rates.

The travel and subsistence allowances should be adjusted annually in line with those paid to Officers.

Note: Claims for travel and subsistence will not be approved unless accompanied with appropriate VAT receipts as proof of the expense being incurred.

Travel and Subsistence Allowances Outside The U.K.

- 1.1 For approved duties within the U.K. there are a series of subsistence allowances approved by the Secretary of State, dependent on the location, duration and purpose of the duty.
- 1.2 However, the Secretary of State has no jurisdiction to determine subsistence rates abroad and each Local Authority must pay whatever it considers appropriate.
- 1.3 Accordingly, the Council has adopted the following scheme for the payment of subsistence on official duty outside the U.K.:
- 1.4 Councillors of the Council and Officers required to undertake official duties outside the U.K. shall be entitled to the following travel and subsistence allowances:
 - (i) Full cost of all travel (to the extent that it is not met directly by the Council) from the Councillor's/Officer's home or office as appropriate to the place of duty, all necessary travel whilst engaged on the duty and return, such costs to be supported by appropriate receipts.
 - (ii) Full cost of accommodation for the duration of the duty (to the extent that it is not met directly by the Council), such costs to be supported by appropriate receipts.
 - (iii) The reasonable cost of all meals purchased (not including alcoholic beverages) such costs to be supported by appropriate receipts.
 - (iv) The commission charged on the necessary exchange of sterling into the appropriate foreign currency and the commission charged on the necessary exchange of the appropriate foreign currency back into sterling, such costs to be supported by appropriate receipts.
 - (v) The monetary loss as a consequence of differing exchange rates as a consequence of the exchange of the appropriate foreign currency into sterling, as identified on the exchange receipt and calculated by the Director of Resources.
 - (vi) The sum of £10 per day or part thereof to meet incidental, unidentified expenses.

The sterling equivalent of costs arising under (i), (ii) and (iii) above, when not in sterling, will be calculated using the exchange rate identified on the "out of sterling" currency exchange document.

Annex 4

National Insurance Contributions

1. If a Councillor is paid Councillors' Allowance equalling or exceeding the lower earnings limit of £481 per month (correct as at 6/4/14 – however, increases in line with the Chancellor's Annual Budget), as from 6th April, 1997, there is a liability for Class 1 (earnings related) contributions.

2. The contributions are payable whether or not the Councillor has other employment or self-employment. There is an annual maximum for contribution liability for people with more than one job and in some instances a Councillor in this position may be entitled to a refund of contributions; alternatively, a Councillor may be able to apply to defer payment of contributions in his capacity as a Councillor. An explanatory leaflet (NP28 - People with more than one job) is available from social security offices. In addition, leaflet NP18 is available for people who pay Class 1 contributions and are also self-employed.

3. Certain Councillors may be exempt from National Insurance either by virtue of age or already on the maximum rate elsewhere. If this is the case, the Councillor will need to provide the Head of Finance with an exemption certificate.

Further, advice can be sought from the Head of Finance.

Annex 5

Social Security Contributions and Benefits

1. Payment of allowances will count as earnings for social security purposes. Councillors can be affected, therefore, both as contributors to the social security scheme and as beneficiaries. The above allowances will be chargeable to Schedule E for income tax and accordingly will give rise to liability for national insurance contributions unless the payments fall below the lower earnings limit.
2. These contributions can, of course, give rise to pension entitlement. As regards social security benefits, a number are subject to earnings rules, and can therefore be affected by the receipt of attendance allowance. A Councillor who is receiving a particular benefit and is in doubt about how it may be affected is recommended to make enquiries at the local offices of the Department for Work and Pensions.

Annex 6

Statutory Sick Pay

1. The provisions of the above came into force for 'Employees' on the 6th April 1984. It has now been stated in a circular issued by the Department of the Environment that Councillors who are in receipt of Councillors' Allowances are considered to be 'employed' by their authority and will also be included where they meet the conditions of the scheme. The reasoning behind this is that these payments are subject to National Insurance contributions where they are greater than the lower earnings limit and consequently there may be an entitlement to State Sickness Benefit from the Department of Social Security. As Statutory Sick Pay replaces State Sickness Benefit, Councillors whose allowances attract National Insurance contributions may qualify for this payment. The regulations are complex and wide-ranging, and although it is unlikely that the provisions of Statutory Sick Pay (SSP) will have any widespread relevance to Councillors of this Authority, it is felt, nevertheless, that all Councillors should be aware of the entitlement. Further details will be made available upon request.
2. Where a Councillor wishes to make a claim for payment of SSP it is essential that there is a notification on the first day of absence due to sickness to the Human Resources Division.
3. Further advice and documentation will then be issued.