

<b>Report of:</b>	<b>Monitoring Officer</b>
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<b>Telephone No:</b>	<b>01543 464 589</b>
<b>Portfolio Leader:</b>	<b>Leader of the Council</b>
<b>Key Decision:</b>	<b>No</b>
<b>Report Track:</b>	<b>Council: 23/05/18</b>

**ANNUAL COUNCIL  
23 MAY 2018  
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 IRP's latest review of the Members' Allowances Scheme.

**2 Recommendation**

- 2.1 That Council considers the recommendations of the Independent Remuneration Panel (outlined in paragraph 5.3 below) and approves a revised Scheme to come into effect from 1 April, 2018.

**3 Key Issues and Reasons for Recommendation**

- 3.1 The Members' Allowances Scheme was last reviewed in late 2015, with the updated Scheme being approved by full Council in January 2016. As the most recent Scheme covered the period 1 April, 2016 to 31 March, 2018, it was necessary to convene the IRP to conduct a fresh review.
- 3.2 The terms for undertaking such a review are set out in the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 3.3 Although the Council is statutorily required to have such a Scheme in place, 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 As part of considering the IRP's recommendations, Members' will also need to take into account any potential budgetary impacts the proposals could have (further details are provided in paragraph 6.1).

**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 made 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 are as follows:
- (a) Length of revised Scheme – 3 years (April 2018 to March 2021).
  - (b) Basic Allowance, Special Responsibility Allowances and Civic Allowances – increase by 2% in 2018/19 and index link to percentage changes in NJC Officer pay rates in 2019/20 and 2020/21.
  - (c) Travel and Subsistence Allowances – continue to index link to Officers' rates.
  - (d) Carers' Allowance – set at the National Living Wage rate applicable for each year the Scheme is in force.
  - (e) Communications Allowances – continue to pay at £400 per year (£33.33 per month).
  - (f) Chairmen of Scrutiny Committees – increase to £2,000 per Chairman (and apply changes as referred to in (b), above).
  - (g) Re-introduce an allowance for members of the Shadow Cabinet, set at £1,200 per member (and apply changes as referred to in (b), above).

**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.

If Council were to agree with the IRP's recommendation as referred to in paragraph 5.3.(b), (f) and (g), above, the potential budgetary impact would be:

	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Planned / indicative budget	£345,410	£352,320	£355,840
Total cost of proposals	£353,980	£361,050	-
Projected under/(over)spend compared to budget	(£8,570)	(£8,730)	-

The figures are calculated on the basis that the number of Committee Chairmen and Shadow Cabinet members would remain unchanged from the current position and that an Officer pay award of 2% has been agreed for 2019/20.

At this stage the level of pay award for 2020/21 is unknown, so it is not yet possible to give a predicted level of expenditure against that year's budget.

## 6.2 **Legal**

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 recommendations 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.

## 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 least every two years, or when required.

**Background Papers**

None.

**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

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

**FEBRUARY 2018**

**Introduction**

We present to Council the final report of the Independent Remuneration Panel arising out of our latest review of the Members' Allowances Scheme. Our membership has changed since the last review and is now comprised as follows:

- Mr J. Derry – returning Panel member, first appointed March 2006;
- Mrs. K. Holtham – new Panel member; appointed December 2017;
- Mr G. Marsh – returning Panel member, first appointed February 2014;
- Mr A. Showell – new Panel member, appointed December 2017.

We are residents of the District with a variety of employment backgrounds and have been appointed on a three year term from December 2017 to December 2020.

During the review process we were supported by Alistair Welch, Council Solicitor and Monitoring Officer and Matt Berry, Senior Committee Officer.

Although the review process was short timewise, the breadth of information and data we received enabled us to undertake a comprehensive review of the Scheme.

Overall, it has been an engaging and insightful process and we wish to place on record our thanks to those Members who took part in the review as the feedback received was extremely helpful in determining our final recommendations.

**Meetings of the Panel**

We met on two occasions during the course of our review; 10 January and 13 February, 2018.

Prior to the first meeting, we were issued with a 'Members' Allowances Review Pack' (attached at Appendix A), which included the following information/data:

- Background information;
- Members' Allowances comparator data;
- Meetings attendances figures – May 2016 to October 2017;
- Committee meeting held/scheduled – May 2016 to October 2017;
- Members' Allowances survey results;
- Functions, Responsibilities and Structures of Committees and Chief Officers;
- Current Members' Allowances scheme.

### **Meeting 1 – 10 January, 2018**

The Monitoring Officer provided us with an overview of the Members' Allowances Scheme, how the types of allowances payable had changed and what our powers and responsibilities were.

The Senior Committee Officer then advised us of changes to the structure of the Council's Scrutiny Committees since the previous review.

We talked through the information contained within the review pack, noting that the majority of Members felt allowances should be retained at the current level, although some had also recommended decreases or increases in certain cases.

A discussion was then held as to whether the allowances payable were at the right level to support Members in carrying out their roles. We were of the view that a significant amount of Members' time was spent supporting constituents with queries and problems at all hours of the day, i.e. not just 9am to 5pm.

In order to better understand the work of Members, we requested to interview a cross section of Members in different roles prior to the next Panel meeting.

We also asked to be provided with details of the total Members' Allowances payments for the last three financial years, along with the age and length of service data for the current Members.

### **Meeting 2 – 13 February, 2018**

We discussed the interviews held with Members on 13 February and agreed that it had been a useful exercise to help improve our understanding of the differing roles, responsibilities and challenges experienced by Members. We also noted that specific concerns had been raised about the effectiveness of the Scrutiny process, but acknowledged that consideration of such matters was outside of our remit.

We then reviewed each of the key elements of the Members' Allowances Scheme in order to make our formal recommendations, taking account of the responses to the Members' survey, feedback given in the interviews and the data provided in the review pack.

### **Conclusions**

In deciding whether to make any change to the Scheme, we were particularly mindful that the level of allowances paid had remained frozen for a number of years. This had to be balanced against an awareness of the changing state of local government and a perceived increase in the workload of councillors. On that basis, we recommended that an increase should be applied to the Basic, Special Responsibility (SRAs) and Civic Allowances, index linked to any changes in Officers' pay rates.

We agreed that all SRAs (other than those for the Scrutiny Committees Chairmen) were at an appropriate level for the roles covered and therefore should remain unchanged (subject to applying index linked changes).

For the Chairmen of Scrutiny Committees, we felt a separate increase was justified given the recent changes to the structure of the Committees which had resulted in the number being reduced and the remit of the revised Committees being widened, thereby increasing the responsibilities of each Committee.

Consideration was also given to the re-introduction of an allowance for members of the Shadow Cabinet. We were of the view that whilst the Shadow Cabinet had no formal decision making powers it provided an important function as the Council's official Opposition body and therefore an allowance was appropriate.

For the Communications Allowance and Travel and Subsistence Allowances no changes were deemed necessary, and it was noted that the latter allowances were already index linked to changes in Officers' rates.

In respect of the Carers' Allowance we recommended this be changed to Living Wage rates as this would provide greater clarity about what amounts could be claimed and be in line with the rate paid by other local authorities.

We also determined that the length of the next Scheme should be for a 3 year period, which would cover a full election cycle and therefore be consistent across all election years. Our final recommendations are set out below for consideration.

Panel's Recommendations

Existing Allowances:

<b>Scheme Area and Current Allowance Paid</b>	<b>Recommendations</b>		
Length of Scheme (2 years)	3 years		
	2018/19	2019/20	2020/21
Basic Allowance (£5,339)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Leader of the Council (£18,150)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Deputy Leader of the Council (£9,260)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Councillors of Cabinet (£8,025)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Leader of the Opposition (£6,791)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Chairman of Planning Control Committee (£4,322)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay

Scheme Area and Current Allowance Paid	Recommendations		
Chairmen of Scrutiny Committees (£1,853)	Set at £2,000 per Chairman and apply 2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Chairman of Licensing & Public Protection Committee (£1,853)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Chairman of Audit & Governance Committee (£1,853)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Chairman of the Council (£8,980)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Vice-Chairman of the Council (£3,525)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Communications Allowance (£400 per year)	2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay
Carers' Allowances (Maximum hourly rate equivalent to the maximum wage applicable to the age of the carer)	Set at Living Wage Rates	Set at Living Wage Rates	Set at Living Wage Rates
Travel Allowances (Same as rates paid to officers)	No change	No change	No change
Subsistence Allowances (Same as rates paid to officers)	No change	No change	No change

New allowances:

Scheme Area and Current Allowance Paid	Recommendations		
Councillors of Shadow Cabinet (N/A)	£1,200 per Shadow Cabinet member and apply 2%↑	Index Link to Officers' Pay	Index Link to Officers' Pay

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J. Derry  
K. Holtham  
G, Marsh  
A. Showell

Independent Remuneration Panel  
16 February 2018  
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# Members' Allowances Review Pack

November 2017

# Contents

	<u>Page Nos.</u>
Background Information	1-3
Members' Allowances Comparator Data	4-19
Meetings Attendance Figures – May 2016 to October 2017	20
Committee Meetings – May 2016 to October 2017	21-22
Members' Allowances Survey Results	23-30
Functions, Responsibilities and Structures of Committees and Chief Officers	31-35
Members' Allowances Scheme 2016-18	36-47

**Members' Allowances Review 2017 –  
Background Information**

**Council Overview and Update**

- The Council is comprised of 41 Members representing 15 wards. Elections to seats in these wards take place by thirds (i.e. elections take place every 3 years in a 4 year cycle. County Council elections are held in the fourth year of the cycle.
- Of the 15 wards, 11 contain 3 Members each and the remaining 4 wards contain 2 Members each.
- The Council operates under a Leader and Cabinet model of governance.
- Although no District elections were held in May 2017, this year, owing to the death of a Member and changes in party allegiances, the political composition has changed as follows:

	<b>24 May (Annual Council)</b>	<b>8 September (Following By-Elections held on 07/09/17)</b>
Labour:	21	21
Conservatives:	13	13
Independents:	2	3
Green Party:	1	2
Liberal Democrats:	1	1
UKIP	3	1
<b>TOTAL:</b>	<b>41</b>	<b>41</b>

- During 2016/17 the Council put in place a Financial Recovery Plan (FRP) to secure ongoing savings of £1.6m following the early closure of Rugeley Power Station, which had an immediate impact on the Council's Business Rates income.
- In the same year the Council took part in a Local Government Association Peer Review, with the purpose of providing an external review of the Council's corporate, financial and organisational condition.
- Members are currently taking part in a 'paperless meetings' trial. Where Members have given consent to no longer receive hard copy papers they are instead receiving papers via email which can then be downloaded onto their personal laptops, iPads etc. and accessed in meetings. For all meetings which the trial applies to the number of hard copies being printed has reduced.

- Changes to committees structure since last allowances review:
  - **Scrutiny Committees** – six ‘themed’ scrutiny committees operated in 2016/17 meeting 4 times per year. Following one of the recommendations in the Peer Review concerning the Council’s decision-making structures the number of Scrutiny Committees was cut from six to four for 2017/18, and the frequency reduced from four to three times per year.
- Changes to Chief Officer structure since last allowances review:
  - As part of the FRP the post of Head of Environmental Health was deleted following a request for voluntary redundancy from the then post-holder. This resulted in a wider review being undertaken of the roles and responsibilities of the remaining Chief Officers.
  - The revised structure was implemented with effect from 1 April 2017.
  - The Head of Economic Development left the Council in October 2017. An interim management arrangement has been put in place for a six month period.

#### Previous Review of Allowances

- Undertaken in November/December 2015.
- Panel recommendations:
  - New Allowances Scheme should run for a period of two years (April 2016 to March 2018);
  - Basic, Special Responsibility and Civic Allowances to be index linked to any changes in NJC Officer pay rates;
  - No changes be made to the ICT and Carers’ Allowances of the Travel and Subsistence Allowances;
  - Chairmen of the new Scrutiny Committees to be paid an allowance at the same rate as the Chairmen of the Licensing and Audit & Governance Committees.
  - 2016/17 allowances to change in line with December 2015 CPI rate
  - Travel and subsistence allowances continue to be linked to Officers’ rates
- Council considered the recommendations of the Panel in January 2016 and agreed with all of the Panel’s recommendations other than index linking of allowances to Officers’ pay. Council instead resolved that all allowances be frozen at their existing level for the duration of the new scheme.
- As part of the FRP and 2017/18 budget, Council resolved that the £800 computer allowance payable to all Members upon being (re)elected be removed from the scheme with immediate effect. The removal of this allowance has

resulted in an approximate saving of £10,000 per year for each year in which the allowance would have been paid. The £33.33 per month broadband allowance was rebranded as a 'communications allowance' to cover the costs of: ICT consumables; broadband; telephone line rental and mobile phone usage.

- Basic, Special Responsibility and Civic Allowances have now been frozen at their current levels since October 2010, other than the Special Responsibility Allowance for the Leader of the Council which has been frozen since April 2012, having been voluntarily reduced prior to that date.

### New Review of Allowances

The following information/data has been collated to help the Panel determine its recommendations for the next allowances scheme which will come into force on 1 April 2018:

- Comparisons of: number of councillors; population and household numbers; 2016/17 total allowances spend and percentage change in allowances with Staffordshire borough/district councils and 'audit group' of comparator councils.
- Comparisons of: Basic Allowance; SRAs; Civic and other allowances with Staffordshire borough/district councils and 'audit group' comparator councils.
- Monthly attendance rates at Council, Cabinet, Committees and Other Bodies for the period May 2016 to October 2017.
- Number of meetings of Council, Cabinet, Committees and Other Bodies held/scheduled for the period May 2016 to October 2017.
- Results of the survey carried out with Members to determine their views on the Allowances Scheme. 27 out of 41 Members completed the survey, equating to a response rate of 66%.
- Functions/Responsibilities and structures of the Council's committees and Chief Officers.

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Table 1 – Political and Demographic Comparative Data (Staffordshire Councils)

Local Authority	Number of Councillors	Current Political Composition	Population (2014 estimates)	Number of Households (2016 estimates)	Total Spent on Allowances (2016/17 financial year)	Approximate Cost of Allowances per Member	Approximate Cost of Allowances per Resident	Approximate Cost of Allowances per Household
Cannock Chase	41	Labour 21 Conservatives 13 Independents 3	98,549	42,530	£372,748	£9,091	£3.78	£8.76
Stafford	40	Conservatives 30 Labour 7 Independents 3	132,241	59,570	£251,317	£6,283	£1.90	£4.22
East Staffordshire	39	Conservatives 26 Labour 12 Liberal Democrats 1	115,663	50,670	£260,210	£6,672	£2.25	£5.14
Lichfield District	47	Conservatives 42 Labour 4 Liberal Democrats 1	102,093	44,310	£286,000	£6,085	£2.80	£6.45
Newcastle-under-Lyme	60	Labour 24 Conservatives 22 Others 12 Vacant Seats 2	126,052	55,800	£299,682	£4,995	£2.38	£5.37
South Staffordshire	50	Conservatives 43 Independents 5 Others 2	110,692	46,670	£305,000	£6,100	£2.76	£6.54
Staffordshire Moorlands	56	Conservatives 34 Independents 8 Labour 8 Others 6	97,763	44,210	£253,748	£4,531	£2.60	£5.74
Tamworth	29	Conservatives 20 Labour 6 UKIP 3	77,112	32,630	£249,000	£8,586	£3.23	£7.63
AVERAGE	45		107,521	47,049	£284,713	£6,543	£2.71	£6.23

- Data shown in green/standard font is below the Audit Group/Staffordshire Average
- Data shown in red/italic font is above the Audit Group/Staffordshire Average

Table 2 – Political and Demographic Comparative Data ('Audit Group' Councils)

ITEM NO. 15.15

Local Authority	Number of Councillors	Current Political Composition	Population (2014 estimates)	Number of Households (2016 estimates)	Total Spent on Allowances (2016/17 financial year)	Approximate Cost of Allowances per Member	Approximate Cost of Allowances per Resident	Approximate Cost of Allowances per Household
Cannock Chase	41	Labour 21 Conservatives 13 Independents 3 Greens 2 Lib Dems 1 UKIP 1	98,549	42,530	£372,748	£9,091	£3.78	£8.76
Bassetlaw	48	Labour 32 Conservatives 12 Independents 4	114,143	50,730	£335,000	£6,979	£2.93	£6.60
Burnley	45	Labour 27 Liberal Democrats 10 Others 7	87,291	40,290	£186,532	£4,145	£2.14	£4.63
Chorley	47	Labour 30 Conservatives 13 Others 4	111,607	49,870	£304,000	£6,468	£2.72	£6.10
Erewash	47	Conservatives 30 Labour 17	114,048	51,720	£288,179	£6,131	£2.53	£5.57
Hyndburn	35	Labour 26 Conservatives 7 UKIP 2	80,208	36,490	£283,440	£8,098	£3.53	£7.77
Kettering	36	Conservatives 26 Labour 7 Others 3	96,945	43,500	£299,413	£8,317	£3.09	£6.88
Nuneaton & Bedworth	34	Labour 24 Conservatives 8 Green Party 2	126,174	55,650	£266,860	£7,849	£2.12	£4.80
Pendle	49	Conservatives 23 Labour 15 Others 11	89,840	39,750	£171,912	£3,508	£1.91	£2.26
Redditch	29	Labour 15 Conservatives 13 UKIP 1	84,471	36,240	£148,000	£5,103	£1.75	£4.08
Rossendale	36	Labour 22 Conservatives 12 Others 2	69,168	31,710	£188,000	£5,222	£2.72	£5.93

West Lancashire	54	Labour 31 Conservatives 21 Others 2	111,940	49,380	£345,000	£6,389	£3.08	<b>ITEM NO. 15.16</b> £6.99
AVERAGE	42		98,699	43,988	£265,757	£6,442	£2.69	£5.86
OVERALL AVERAGE	44		103,110	45,519	£275,235	£6,492	£2.70	£6.05

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Table 3 – Rankings for Political and Demographic Comparative Data (All Councils)

	Number of Councillors	Population (2014 estimates)	Number of Households (2016 estimates)	Total Spent on Allowances (2016/17)	Approximate Cost of Allowances per Member	Approximate Cost of Allowances per Resident	Approximate Cost of Allowances per Household
Ranking (1st being highest figure / most expensive)							
1 <sup>st</sup>	Newcastle-under-Lyme	Stafford	Stafford	Cannock Chase	Cannock Chase	Cannock Chase	Cannock Chase
2 <sup>nd</sup>	Staffordshire Moorlands	Nuneaton & Bedworth	Newcastle-under-Lyme	West Lancashire	Tamworth	Hyndburn	Hyndburn
3 <sup>rd</sup>	West Lancashire	Newcastle-under-Lyme	Nuneaton & Bedworth	Bassetlaw	Kettering	Tamworth	Tamworth
4 <sup>th</sup>	South Staffordshire	East Staffordshire	Erewash	Newcastle-under-Lyme	Hyndburn	Kettering	West Lancashire
5 <sup>th</sup>	Pendle	Bassetlaw	Bassetlaw	South Staffordshire	Nuneaton & Bedworth	West Lancashire	Kettering
6 <sup>th</sup>	Bassetlaw	Erewash	East Staffordshire	Chorley	Bassetlaw	Bassetlaw	Bassetlaw
7 <sup>th</sup>	Chorley, Erewash, Lichfield	West Lancashire	Chorley	Kettering	East Staffordshire	Lichfield	South Staffordshire
8 <sup>th</sup>	Burnley	Chorley	West Lancashire	Erewash	Chorley	South Staffordshire	Lichfield
9 <sup>th</sup>	Cannock Chase	South Staffordshire	South Staffordshire	Lichfield	West Lancashire	Chorley, Rossendale	Chorley
10 <sup>th</sup>	Stafford	Lichfield	Lichfield	Hyndburn	Stafford	Staffordshire Moorlands	Rossendale
11 <sup>th</sup>	East Staffordshire	Cannock Chase	Staffordshire Moorlands	Nuneaton & Bedworth	Erewash	Newcastle-under-Lyme	Newcastle-under-Lyme
12 <sup>th</sup>	Kettering, Rossendale	Staffordshire Moorlands	Kettering	East Staffordshire	South Staffordshire	Erewash	Staffordshire Moorlands
13 <sup>th</sup>	Hyndburn	Kettering	Cannock Chase	Staffordshire Moorlands	Lichfield	East Staffordshire	Erewash
14 <sup>th</sup>	Nuneaton & Bedworth	Pendle	Burnley	Stafford	Newcastle-under-Lyme	Burnley	East Staffordshire
15 <sup>th</sup>	Redditch	Burnley	Pendle	Tamworth	Rossendale	Nuneaton & Bedworth	Nuneaton & Bedworth
16 <sup>th</sup>	Tamworth	Redditch	Hyndburn	Rossendale	Redditch	Pendle	Burnley
17 <sup>th</sup>		Hyndburn	Redditch	Burnley	Staffordshire Moorlands	Stafford	Stafford
18 <sup>th</sup>		Tamworth	Tamworth	Pendle	Burnley	Redditch	Redditch
19 <sup>th</sup>		Rossendale	Rossendale	Redditch	Pendle		Pendle

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Tables 4 and 5 – Basic, Special Responsibility and Civic Allowances Comparative Data (Staffordshire Councils)

Local Authority	Basic Allowance	Leader of the Council	Deputy Leader of the Council	Cabinet Members	Leader of the Opposition	Deputy Leader of the Opposition	Leaders of Minority Political Groups	Shadow Cabinet Members
Cannock Chase	£5,339	£18,150	£9,260	£8,025	£6,791			
Stafford	£4,500	£10,500	£7,500	£5,700	£4,000			
East Staffordshire	£4,540	£16,882	£7,673	£7,673	£7,673		£921	
Lichfield District	£4,090	£12,270	£7,362	£6,749	£2,800	£700		
Newcastle-under-Lyme	£3,365	£13,590	£9,510	£5,660	£1,130		£1,130	
South Staffordshire	£5,000	£10,000	£5,000	£5,000	£2,500			
Staffordshire Moorlands	£2,902	£9,565	£5,379	£4,783	£3,348		£3,348	
Tamworth	£5,338	£13,359	£10,019	£8,683	£6,011	£3,339	£1,335	
AVERAGE	£4,384	£13,040	£7,713	£6,534	£4,282	£2,020	£1,684	

Local Authority	Scrutiny Chairman	Planning Committee Chairman	Licensing Committee Chairman	Audit Committee Chairman	Standards Committee Chairman	Chairmen of Other Committees	Council Chairman/ Mayor	Council Vice-Chairman/ Deputy Mayor
Cannock Chase	£1,853	£4,322	£1,853	£1,853			£8,980	£3,525
Stafford	£3,200	£4,200	£1,600	£2,300	£1,000	£1,600	£7,224	£2,724
East Staffordshire	£1,842	£6,446	£4,604	£1,842	£921		£2,100	£900
Lichfield District	£2,454	£6,135	£2,454	£1,543	£50	£1,543	£2,800	£700
Newcastle-under-Lyme	£2,830	£4,230	£3,430	£2,830	£2,830	£3,430	£15,000	£5,000
South Staffordshire	£2,500	£2,500	£2,500	£2,500	£2,500		£5,000	£2,500
Staffordshire Moorlands	£3,348	£3,348	£3,348	£3,348	£2,391	£1,913	£1,435	
Tamworth	£6,011	£6,011	£1,335	£3,339		£90	£8,660	
AVERAGE	£3,005	£4,649	£2,641	£2,444	£1,615	£1,715	£6,400	£2,558

Local Authority	Basic Allowance	Leader of the Council	Deputy Leader of the Council	Cabinet Members	Leader of the Opposition	Deputy Leader of the Opposition	Leaders of Minority Political Groups	Shadow Cabinet Members
Cannock Chase	£5,339	£18,150	£9,260	£8,025	£6,791			
Bassetlaw	£4,674	£13,231	£8,888	£5,656	£4,260		£1,490	
Burnley	£3,250	£15,438	£7,313	£4,063	£1,625		£1,625	
Chorley	£4,467	£17,946	£10,604	£4,467	£6,918		£973	
Erewash	£3,971	£13,164	£7,898	£5,923	£5,128	£757		£505
Hyndburn	£4,680	£21,810	£10,905	£8,191	£7,047	£2,338		
Kettering	£5,394	£13,397	£8,469	£4,705	£6,699	£1,498		
Nuneaton & Bedworth	£4,935	£12,336	£8,020	£7,051	£2,588			
Pendle	£3,000	£4,000	£1,200	£1,200	£1,200			
Redditch	£3,350	£8,257	£6,247	£1,560	£1,040			
Rossendale	£3,342	£13,368	£10,026	£6,684	£6,684			
West Lancashire	£4,842	£12,105	£7,263	£4,842	£3,389	£1,694		
AVERAGE	£4,270	£13,600	£8,008	£5,197	£4,447	£1,572	£1,363	£505
OVERALL AVERAGE	£4,262	£13,125	£7,818	£5,611	£4,254	£1,721	£1,546	£505

Local Authority	Scrutiny Chairman	Planning Committee Chairman	Licensing Committee Chairman	Audit Committee Chairman	Standards Committee Chairman	Chairmen of Other Committees	Council Chairman/ Mayor	Council Vice Chairman/ Deputy Mayor
Cannock Chase	£1,853	£4,322	£1,853	£1,853			£8,980	£3,525
Bassetlaw	£3,131	£3,131	£2,121	£3,131			£7,979	£2,525
Burnley	£4,063	£2,600	£1,625	£1,625			£4,063	£50
Chorley	£4,467	£3,023	£3,023	£1,786			Information Unavailable	Information Unavailable
Erewash	£3,485	£3,485	£3,485	£3,485	£3,485	£3,485	£3,669	£1,221
Hyndburn	£6,786	£7,020	£1,544	£772		£1,544	£8,367	
Kettering	£2,667	£5,335	£4,001	£2,667	£2,667	£2,667	£7,656	£1,453
Nuneaton & Bedworth	£3,883	£4,586	£4,586	£2,588			£8,750	£3,030
Pendle	£1,200	£500	£1,200	£500		£1,200	£5,130	
Redditch	£2,009	£1,560	£1,340				£3,690	£1,100
Rosendale	£3,342	£3,342	£1,671	£3,342			£3,500	£500
West Lancashire	£2,421	£4,842	£2,421	£2,421		£2,421	£8,910	£1,760
AVERAGE	£3,276	£3,646	£2,406	£2,197	£3,076	£2,263	£6,427	£1,685
OVERALL AVERAGE	£3,236	£4,032	£2,534	£2,326	£1,981	£1,989	£6,273	£1,799

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	Basic Allowance	Leader of the Council	Deputy Leader of the Council	Cabinet Members	Leader of the Opposition	Scrutiny Chairman
Ranking (1st being highest amount)						
1 <sup>st</sup>	Kettering	Hyndburn	Hyndburn	Tamworth	East Staffordshire	Hyndburn
2 <sup>nd</sup>	Cannock Chase	Cannock Chase	Chorley	Hyndburn	Hyndburn	Tamworth
3 <sup>rd</sup>	Tamworth	Chorley	Rossendale	Cannock Chase	Chorley	Chorley
4 <sup>th</sup>	South Staffordshire	East Staffordshire	Tamworth	East Staffordshire	Cannock Chase	Burnley
5 <sup>th</sup>	Nuneaton and Bedworth	Burnley	Newcastle-under-Lyme	Nuneaton and Bedworth	Kettering	Nuneaton and Bedworth
6 <sup>th</sup>	West Lancashire	Newcastle-under-Lyme	Cannock Chase	Lichfield DC	Rossendale	Erewash
7 <sup>th</sup>	Hyndburn	Kettering	Bassetlaw	Rossendale	Tamworth	Staffordshire Moorlands
8 <sup>th</sup>	Bassetlaw	Rossendale	Kettering	Erewash	Erewash	Rossendale
9 <sup>th</sup>	East Staffordshire	Tamworth	Nuneaton and Bedworth	Stafford	Bassetlaw	Stafford
10 <sup>th</sup>	Stafford	Bassetlaw	Erewash	Newcastle-under-Lyme	Stafford	Bassetlaw
11 <sup>th</sup>	Chorley	Erewash	East Staffordshire	Bassetlaw	West Lancashire	Newcastle-under-Lyme
12 <sup>th</sup>	Lichfield DC	Nuneaton and Bedworth	Stafford	South Staffordshire	Staffordshire Moorlands	Kettering
13 <sup>th</sup>	Erewash	Lichfield DC	Lichfield DC	West Lancashire	Lichfield DC	South Staffordshire
14 <sup>th</sup>	Newcastle-under-Lyme	West Lancashire	Burnley	Staffordshire Moorlands	Nuneaton and Bedworth	Lichfield DC
15 <sup>th</sup>	Redditch	Stafford	West Lancashire	Kettering	South Staffordshire	West Lancashire
16 <sup>th</sup>	Rossendale	South Staffordshire	Redditch	Chorley	Burnley	Redditch
17 <sup>th</sup>	Burnley	Staffordshire Moorlands	Staffordshire Moorlands	Burnley	Pendle	Cannock Chase
18 <sup>th</sup>	Pendle	Redditch	South Staffordshire	Redditch	Newcastle-under-Lyme	East Staffordshire
19 <sup>th</sup>	Staffordshire Moorlands	Pendle	Pendle	Pendle	Redditch	Pendle

	Planning Chairman	Licensing Chairman	Audit Committee	Chairman/ Mayor of the Council	Vice-Chairman/ Deputy-Mayor of the Council
Ranking (1st being highest amount)					
1 <sup>st</sup>	Hyndburn	East Staffordshire	Erewash	Newcastle-under-Lyme	Newcastle-under-Lyme
2 <sup>nd</sup>	East Staffordshire	Nuneaton and Bedworth	Staffordshire Moorlands	Cannock Chase	Cannock Chase
3 <sup>rd</sup>	Lichfield DC	Kettering	Rossendale	West Lancashire	Nuneaton and Bedworth
4 <sup>th</sup>	Tamworth	Erewash	Tamworth	Nuneaton and Bedworth	Stafford
5 <sup>th</sup>	Kettering	Newcastle-under-Lyme	Bassetlaw	Tamworth	Bassetlaw
6 <sup>th</sup>	West Lancashire	Staffordshire Moorlands	Newcastle-under-Lyme	Hyndburn	South Staffordshire
7 <sup>th</sup>	Nuneaton and Bedworth	Chorley	Kettering	Bassetlaw	West Lancashire
8 <sup>th</sup>	Cannock Chase	South Staffordshire	Nuneaton and Bedworth	Kettering	Kettering
9 <sup>th</sup>	Newcastle-under-Lyme	Lichfield DC	South Staffordshire	Stafford	Erewash
10 <sup>th</sup>	Stafford	West Lancashire	West Lancashire	Pendle	Redditch
11 <sup>th</sup>	Erewash	Bassetlaw	Stafford	South Staffordshire	East Staffordshire
12 <sup>th</sup>	Staffordshire Moorlands	Cannock Chase	Cannock Chase	Burnley	Lichfield DC
13 <sup>th</sup>	Rossendale	Rossendale	East Staffordshire	Erewash	Rossendale
14 <sup>th</sup>	Bassetlaw	Burnley	Chorley	Redditch	Burnley
15 <sup>th</sup>	Chorley	Stafford	Burnley	Rossendale	
16 <sup>th</sup>	Burnley	Hyndburn	Lichfield DC	Lichfield DC	
17 <sup>th</sup>	South Staffordshire	Redditch	Hyndburn	East Staffordshire	
18 <sup>th</sup>	Redditch	Tamworth	Kettering	Staffordshire Moorlands	
19 <sup>th</sup>	Pendle	Pendle			

Table 10 – Other Allowances Comparative Data (Staffordshire Councils)

**ITEM NO. 15.23**

Local Authority	Car Mileage Allowance (pence per mile)	Subsistence Allowances (maximum amounts)	Hotels (maximum nightly rate)	Carers' Allowances (hourly rate)	ICT Allowance	Communications Allowance
Cannock Chase	46.9p – 52.2p	Breakfast - £5.89 Lunch - £8.11 Tea - £3.20 Dinner - £10.04	Standard - £95.60 London - £109.03	Minimum Wage or Rate set by Staffordshire County Council		£400 per year
Stafford	52.2p	Breakfast - £7.50 Lunch - £10 Dinner - £17.50	Standard - £100 London - £120	£7.50 or the Living Wage		
East Staffordshire	45p	Breakfast - £6.00 Lunch - £8.26 Tea - £3.29 Dinner - £10.22	Standard - £91.42 London - 104.27	Minimum Wage or Rate set by Staffordshire County Council		Included in Basic Allowance
Lichfield District	45p	Maximum £25 per day	Standard - £80 London - £92	Minimum Wage or Rate set by Staffordshire County Council	Included in Basic Allowance	Included in Basic Allowance
Newcastle-under-Lyme	46.9p to 65p	Breakfast - £5.94 Lunch - £8.17 Tea - £3.22 Dinner - £10.11		£5.15 or the Living Wage		
South Staffordshire	Information unavailable	Information unavailable	Information unavailable			
Staffordshire Moorlands	46.9p – 52.2p	Breakfast - £6.00 Lunch - £8.00 Tea - £4.00 Dinner - £15.00	Standard - £90 London - £120	£10 per hour		
Tamworth	46.9p – 52.2p	Information Unavailable	Information Unavailable	£3.79 to £6.50		£128 per year

Table 11 – Other Allowances Comparative Data ('Audit Group' Councils)

ITEM NO. 15.24

Local Authority	Car Mileage Allowance (pence per mile)	Subsistence Allowances (maximum amounts)	Hotels (maximum nightly rate)	Carers' Allowances (hourly rate)	ICT Allowance	Communications Allowance
Cannock Chase	46.9p – 52.2p	Breakfast - £5.89 Lunch - £8.11 Tea - £3.20 Dinner - £10.04	Standard - £95.60 London - £109.03	Living Wage or Rate set by Staffordshire County Council		£33.33 per month
Bassetlaw	45p	Up to £25 per day	N/A	£6.19 or £11.90		£13 per month
Burnley	46.9p – 55p	Breakfast - £7.08 Lunch - £9.77 Tea - £3.85 Dinner - £12.08	N/A	£5.60		
Chorley	46.9p – 65p	Breakfast - £6.38 Lunch - £8.60 Dinner - £10.84	N/A	£5.60		
Erewash	46.9p – 65p	Information unavailable		£5.60		
Hyndburn	32p – 46p	Breakfast - £4.82 Lunch - £6.71 Dinner - £19.91	Standard - £115 London - £136	£7.10		
Kettering	45p	Information unavailable	Information unavailable	Reimbursement for costs incurred		
Nuneaton & Bedworth	45p	Breakfast - £6.00 Lunch - £8.00 Dinner - £10.50	N/A	Reimbursement for costs incurred or £4.05 to £7.50	£40	£369 per year
Pendle	46.9p			£3.00		
Redditch	45p	Breakfast - £5.00 Lunch - £6.75 Dinner - £20.00		Reimbursement for costs incurred		
Rossendale	46.9p	Reimbursement for actual expenditure	N/A	Up to £750 per year		
West Lancashire	45p	Breakfast - £4.92 Lunch - £6.77 Tea - £2.67 Dinner - £8.38	Standard - £79.82 London - £91.04	£6.00		

Table 12 – Additional Comparative Data (All Councils)

Local Authority	Percentage Change in Allowances Compared to Previous Scheme			Number of Cabinet Members (includes Leader and Deputy Leader of Council)	Number of Committee Chairmen	Percentage of Members in Receipt of an SRA
	Basic Allowance	Special Responsibility Allowances	Travel and Subsistence Allowance			
Cannock Chase	No change	No change	No change	9	8	39%
Stafford	↑ 1%	↑ 1%	No change	6	9	33%
East Staffordshire	↑ 1%	↑ 1%	No change	7	11	36%
Lichfield District	↑ 1.32%	↑ 0.53%	No change	6	8	55%
Newcastle-under-Lyme	No change	No change	No change	7	12	48%
South Staffordshire	No change	No change	No change	6	6	24%
Staffordshire Moorlands	No change	No change	No change	6	8	48%
Tamworth	↑ 1%	↑ 1%	No change	6	9	55%
Bassetlaw	↑ 1%	↑ 1%	No change	8	8	60%
Burnley	↑ 7.7%	↑ 7.7%	No change	5	4	29%
Chorley	↑ 1%	↑ 1%	No change	6	6	66%
Erewash	↑ 1%	↑ 1%	No change	6	7	55%
Hyndburn	↑ 1%	↑ 1%	No change	6	9	83%
Kettering	↑ 1%	↑ 1%	No change	7	6	39%
Nuneaton & Bedworth	↑ 1%	↑ 1%	No change	6	7	41%
Pendle	No change	↓ 20% - 33%	No change	10	10	49%
Redditch	No change	No change	No change	9	5	72%
Rossendale	No change	No change	No change	6	5	36%
West Lancashire	No change	No change	No change	8	12	28%
AVERAGE				7	8	47%

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Local Authority	Allowance	Comments
Cannock Chase	Basic Allowance	Includes a notional allowance of £1,224 for the provision of stationery, postage and indemnity insurance.
	Carers' Allowance	Rate claimable depends on whether the person being cared for is a child under 14 or an adult aged 60+, and people with disabilities or learning difficulties.
	Communications Allowance	Paid in 12 monthly instalments of £33.33 for the duration of a member's term of office.
Stafford	Leader of the Opposition	Defined as Leader of the largest political group not represented in the Cabinet. If there are two or more such groups of equal size the person jointly appointed by those groups as Leader of the Opposition shall be entitled to the allowance but in the absence of such an appointment the allowance will not be paid.
	Planning Committee Chairman	Vice-Chairman also eligible for allowance of £900 if he/she has chaired a meeting of the committee in a relevant qualifying period.
	Carers' Allowance	The highest rate of the two amounts specified will be paid.
East Staffordshire	Basic Allowance	The allowance includes provision for printing costs of council-related papers. The 12 <sup>th</sup> monthly instalment will not be paid if a member does not attend at least 70% of meetings they are due to attend (subject to ill health etc.). This also applies to the SRAs.
	Leader of the Council Deputy Leader of the Council Cabinet Members Leader of the Opposition	A higher rate of £18,147 is paid to the Leader of the Council if up to 4 members in the Cabinet. Lower rate is paid if more than 4 members in the Cabinet. For the other allowances listed the higher rate payable is £9,208.
	Leaders of Minority Groups	Only payable if the relevant group membership is at 10% of the total membership of the Council.
	Carers' Allowance	Rate claimable depends on whether the person being cared for is a child under 14 or an adult aged 60+, and people with disabilities or learning difficulties.
Lichfield District	Basic Allowance	The 12 <sup>th</sup> monthly instalment will not be paid if a member does not attend at least 75% of meetings they are due to attend (subject to ill health etc.) This also applies to the SRAs.
	Scrutiny Chairman	Vice-Chairmen each eligible for an allowance of £614.
	Planning Committee Chairman	Vice-Chairman eligible for an allowance of £1,543.
	Licensing Committee Chairman	Vice-Chairman eligible for an allowance of £614.
	Standards Committee Chairman	Paid on a 'per-meeting' basis.
	Council Chairman/Mayor	Plus an additional allowance of up to £3,000 for 'civic expenses'.
	Council Vice-Chairman/ Deputy Mayor	Plus an additional allowance of up to £1,500 for 'civic expenses'.
Carers' Allowance	Rate claimable depends on whether the person being cared for is a child under 14 or an adult aged 60+, and people with disabilities or learning difficulties.	

Local Authority	Allowance	Comments
Newcastle-under-Lyme	Cabinet Members	Higher rate is paid to Cabinet Members with a specified portfolio. Cabinet Members without a specified portfolio are entitled to an allowance of £2,830.
	Leader of the Opposition Leaders of Minority Groups	Only payable to groups comprised of at least 10% of the total membership of the Council. This applies for the Leaders of any non-majority group.
	Scrutiny Chairman Licensing Committee Chairman Audit Committee Chairman Standards Committee Chairman Chairmen of Other Committees	Vice-Chairmen eligible for an allowance of £1,130.
	Planning Committee Chairman	Vice-Chairman eligible for an allowance of £1,410
	Carers' Allowance	The highest rate of the two amounts specified will be paid.
	Staffordshire Moorlands	Cabinet Members
Leader of the Opposition Leaders of Minority Groups		Only payable to groups comprised of at least 10% of the total membership of the Council. This applies for the Leaders of any non-majority group.
Scrutiny Chairman		Vice-Chairman eligible for an allowance of £1,913
Planning Committee Chairman Licensing Committee Chairman		Vice-Chairmen eligible for an allowance of £957.
Standards Committee Chairman Chairmen of Other Committees		Vice-Chairman eligible for an allowance of £478.
Carers' Allowance		Payable up to a maximum amount of £40 per day.
Tamworth	Basic Allowance	10% discount applied at the start of the year and then repaid for all members who achieved 75% attendance at all of their scheduled meetings. This also applies to all special responsibility allowances paid.
	Deputy Leader of the Opposition	This allowance is paid if group has 8 or more members. If the group is comprised of less than 8 members then the allowance payable is £2,004.
	Leaders of Minority Groups	Paid only if group has 4 or more members.
	Chairmen of Other Committees	Applies to meetings of the Licensing Sub-Committee if meeting is over 4 hours in duration. If the meeting is less than 4 hours then a lower rate of £45 is paid.
	Carers' Allowance	Rate payable is dependant on the age of the carer.

Local Authority	Allowance	Comments	<b>ITEM NO. 15.28</b>
Bassetlaw	Scrutiny Chairman Audit Committee Chairman	Vice-Chairmen eligible for an allowance of £606.	
	Planning Committee Chairman	Vice-Chairman eligible for an allowance of £1,100. Planning Committee Minority Spokesperson eligible for an allowance of £992. All other members of Planning Committee eligible for an allowance of £707 (non executive members only).	
	Licensing Committee Chairman	Vice-Chairman eligible for an allowance of £404. Members who sit on Licensing Sub-Committee are also eligible for an allowance of £24 per meeting.	
	Hotels	Accommodation costs are met in full by the Council.	
	Carers' Allowance	Lower rate applies for care of children. Higher rate applies for care of other dependents.	
Burnley	Scrutiny Chairman Planning Committee Chairman	Vice-Chairmen eligible for an allowance of £1,300.	
	Hotels	Council will reimburse full amount of costs incurred.	
Chorley	Basic Allowance	Includes an element for Members to publicise their availability to residents.	
	Scrutiny Chairman	Vice-Chairman eligible for an allowance of £1,489. Chairmen of Scrutiny Task Groups eligible for an allowance of £328.	
	Planning Committee Chairman Licensing Committee Chairman	Vice-Chairmen eligible for an allowance of £1,489.	
	Audit Committee Chairman Hotels	Vice-Chairman eligible for an allowance of £52.13 per meeting chaired in the Chairman's absence. Accommodation is paid for in advance by the Council.	
Erewash	Basic Allowance	Includes provision for postage costs and use of home or private telephone facilities.	
	Scrutiny Chairman Planning Committee Chairman Licensing Committee Chairman Audit Committee Chairman	Vice-Chairmen eligible for an allowance of £1,159.	
	Hyndburn	Scrutiny Committee Chairman	Vice-Chairman eligible for an allowance of £5,616. Sub-Committee Chairman eligible for an allowance of £4,446. Sub-Committee Vice-Chairman eligible for an allowance of £1,404.
Planning Committee Chairman		Vice-Chairman eligible for an allowance of £2,338. Shadow Chairman eligible for an allowance of £1,544. Other members of Planning Committee eligible for an allowance of £772.	
Licensing Committee Chairman		Vice-Chairman eligible for an allowance of £772.	
Kettering	Cabinet Members	Cabinet Member who holds the finance portfolio receives a higher allowance of £6,257.	
Nuneaton & Bedworth	Leader of the Opposition	Allowance split if council has two opposition groups of the same size in existence at that time.	
	Hotels	Council will reimburse full amount of costs incurred upon production of valid receipts.	
	Carers' Allowance	Hourly rate is paid to those caring for dependent children and is staggered according to the age of the carer.	
	ICT Allowance	Allowance is for the purchase of computing accessories as ICT equipment is provided by the Council.	

Local Authority	Allowance	Comments	<b>ITEM NO. 15.29</b>
Redditch	Cabinet Members	Cabinet Members without a portfolio receive a smaller allowance of £1,072.	
	Scrutiny Chairman	Committee members eligible for an allowance of £1,072.	
Rossendale	Planning Committee Chairman	Vice-Chairman eligible to receive allowance of £150 per meeting chaired in the absence of the Chairman.	
	Licensing Committee Chairman	Vice-Chairman eligible to receive allowance of £1,671 as the designated Chairman of the Licensing Sub-Committee.	
	Hotels	Accommodation is paid for in advance by the Council.	
West Lancashire	Leader of the Opposition Deputy Leader of the Opposition	Only payable if the relevant Group is comprised of 5 or more members.	

**Meetings Attendance by Month – May 2016 to October 2017**

Month	No. of Meetings Held	Expected Attendees	Attended	Not Attended	Percentage Attendance
<b>2016</b>					
May	1	41	34	7	83%
June	6	63	52	13	83%
July	13	180	148	38	82%
August	6	95	82	14	86%
September	11	117	105	17	90%
October	11	142	117	30	82%
November	11	133	117	20	88%
December	11	116	99	21	85%
<b>2017</b>					
January	7	107	91	20	85%
February	5	116	91	25	78%
March	11	119	100	23	84%
April	10	140	111	33	79%
May	3	71	56	17	79%
June	9	80	66	17	83%
July	10	127	117	11	92%
August	7	123	99	28	80%
September	3	30	24	8	80%
October	7	102	92	14	90%
<b>Totals:</b>	<b>142</b>	<b>1,902</b>	<b>1,601</b>	<b>356</b>	<b>84%</b>

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**Meetings of Council, Cabinet, Committees and Panels Held Between  
25 May 2016 to 31 October 2017**

2016-17:

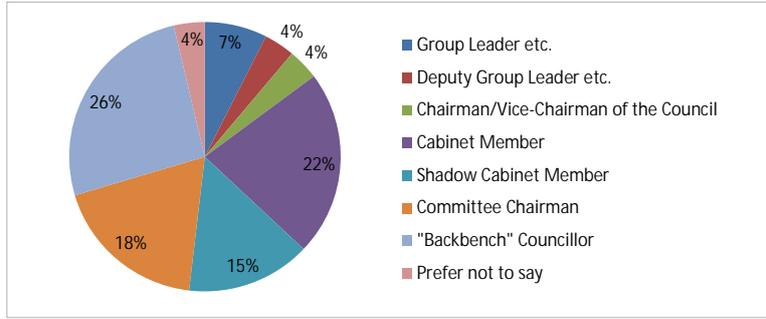
Formal (Public) Committees	Meetings Frequency	Meetings Scheduled	Meetings Held	Meetings Cancelled
Appeals & Complaints Panel	When required	N/A	6	0
Appointments Panel	When required	N/A	0	0
Audit & Governance Committee	4 times per year	4	4	0
Better Jobs and Skills Scrutiny Committee	4 times per year	4	5	0
Cabinet	Every 4 to 5 weeks	11	10	1
Community Safety Scrutiny Committee	4 times per year	4	4	0
Council	Every 6 to 8 weeks	8	8	0
Customers and Corporate Scrutiny Committee	4 times per year	4	4	0
Environment Scrutiny Committee	4 times per year	4	5	0
Health Scrutiny Committee	Every 2 to 3 months	6	8	0
Housing Scrutiny Committee	4 times per year	4	4	0
Licensing and Public Protection Committee	When required	0	6	0
Licensing Sub-Committee	When required	0	0	4
Planning Control Committee	Every 3 weeks	17	16	1
Standards Committee	4 times per year	4	0	4
Informal (Non-Public) Committees	Meetings Frequency	Meetings Scheduled	Meetings Held	Meetings Cancelled
Constitution Working Group	When required	0	4	0
Joint Cabinet/DMT	4/5 weeks	10	10	0
Shadow Cabinet	4/5 weeks	10	9	1
Scrutiny Working Groups	When required	0	2	0
Trade Union Consultative Forum	3 times per year	3	0	3
<b>TOTAL</b>		<b>94</b>	<b>105</b>	<b>14</b>

**ITEM NO. 15.32**  
**2017-18:**

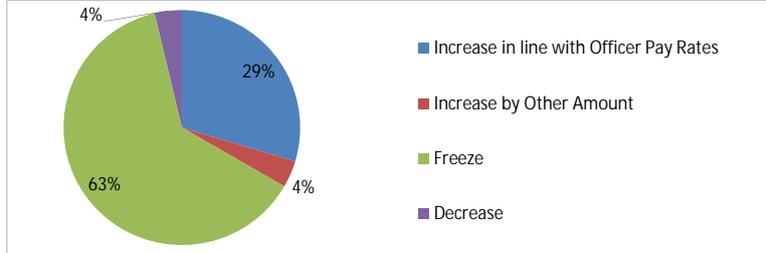
Formal (Public) Committees	Meetings Frequency	Meetings Held (up to 31/10/17)	Meetings Cancelled (up to 31/10/17)	Meetings Remaining (up to 23/05/17)
Appeals & Complaints Panel	When required	2	0	N/A
Appointments Panel	When required	0	0	N/A
Audit & Governance Committee	4 times per year	2	0	2
Cabinet	Every 4 to 5 weeks	4	1	6
Council	Every 6 to 8 weeks	5	0	4
Customers and Corporate Scrutiny Committee	3 times per year	1	0	2
Economic Development and Town Centres Scrutiny Committee	3 times per year	1	0	2
Health, Culture and Environment Scrutiny Committee	3 times per year	1	0	2
Housing, Crime and Partnerships Scrutiny Committee	3 times per year	1	0	2
Licensing and Public Protection Committee	When required	1	0	N/A
Licensing Sub-Committee	When required	1	1	N/A
Planning Control Committee	Every 3 weeks	7	1	9
Standards Committee	4 times per year	0	2	2
Informal (Non-Public) Committees	Meetings Frequency	Meetings Held (up to 31/10/17)	Meetings Cancelled (up to 31/10/17)	Meetings Remaining (up to 23/05/17)
Constitution Working Group	When required	1	0	N/A
Joint Cabinet/DMT	4/5 weeks	5	0	5
Shadow Cabinet	4/5 weeks	4	1	5
Scrutiny Working Groups	When required	3	0	N/A
Trade Union Consultative Forum	3 times per year	0	2	1
<b>TOTAL</b>		<b>39</b>	<b>8</b>	<b>42</b>

**MEMBERS ALLOWANCES SURVEY - DATA RESPONSES**

Q1. Role	Respondents
Group Leader etc.	2
Deputy Group Leader etc.	1
Chairman/Vice-Chairman of the Council	1
Cabinet Member	6
Shadow Cabinet Member	4
Committee Chairman	5
"Backbench" Councillor	7
Prefer not to say	1
	<b>27</b>

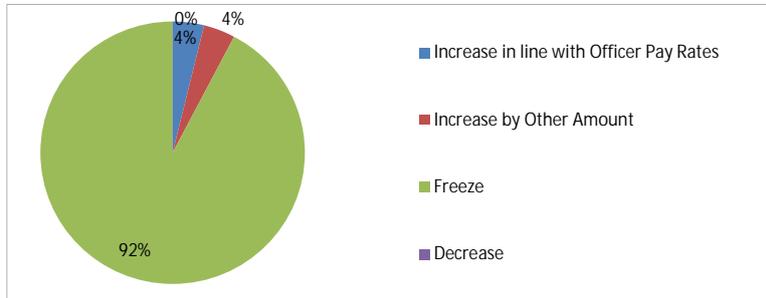


Q2. Basic Allowance Level	Respondents
Increase in line with Officer Pay Rates	8
Increase by Other Amount	1
Freeze	17
Decrease	1
	<b>27</b>



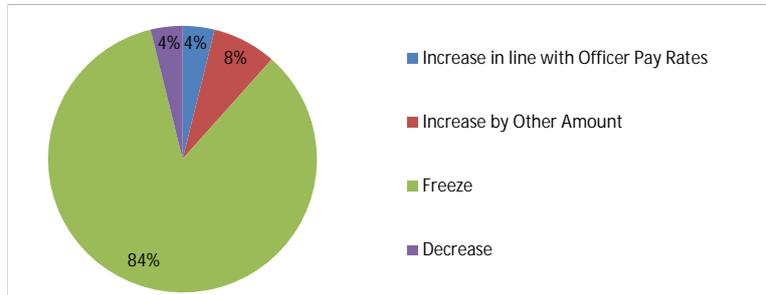
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Q4 Special Responsibility Allowances	Respondents
<i>Council Leader</i>	
Increase in line with Officer Pay Rates	1
Increase by Other Amount	1
Freeze	24
Decrease	0
	<b>26</b>



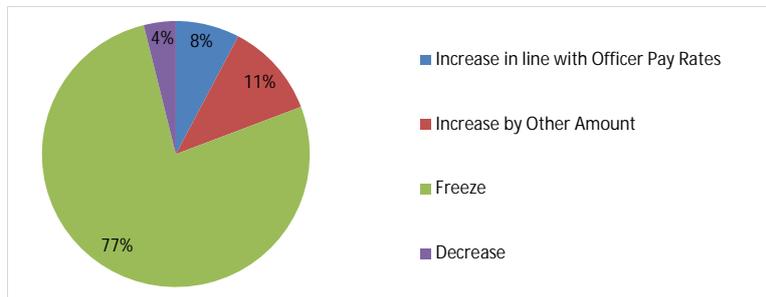
(ii)

Q4 Special Responsibility Allowances	Respondents
<i>Council Deputy Leader</i>	
Increase in line with Officer Pay Rates	1
Increase by Other Amount	2
Freeze	22
Decrease	1
	<b>26</b>



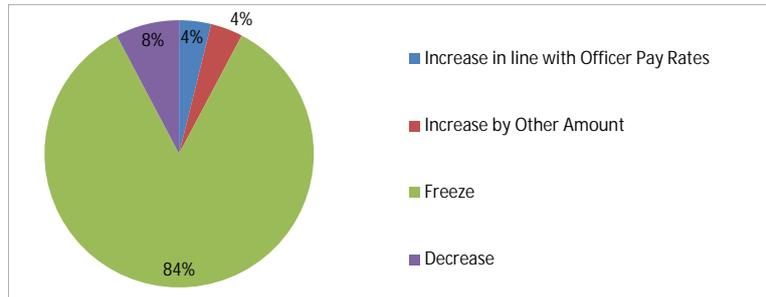
(iii)

Q4 Special Responsibility Allowances	Respondents
<i>Opposition Leader</i>	
Increase in line with Officer Pay Rates	2
Increase by Other Amount	3
Freeze	20
Decrease	1
	<b>26</b>

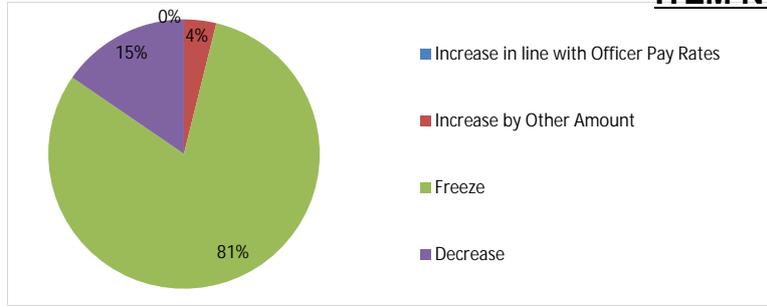


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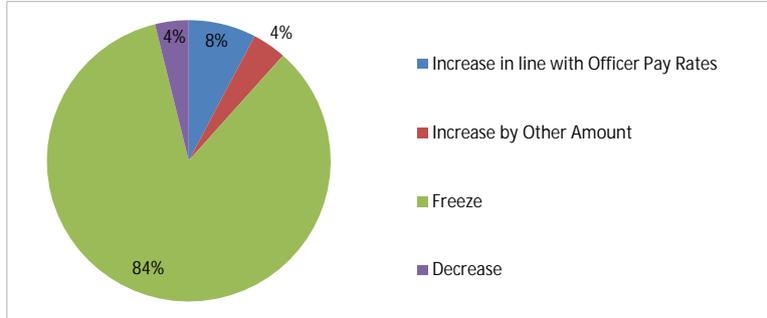
Q4 Special Responsibility Allowances	Respondents
<i>Cabinet Members</i>	
Increase in line with Officer Pay Rates	1
Increase by Other Amount	1
Freeze	22
Decrease	2
	<b>26</b>



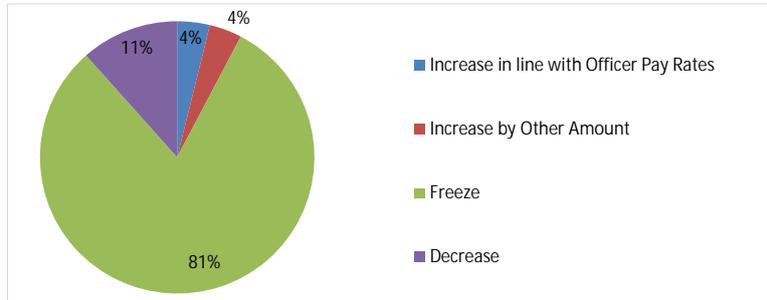
(v) <i>Scrutiny Committee Chairman</i>	
Increase in line with Officer Pay Rates	0
Increase by Other Amount	1
Freeze	21
Decrease	4
	<b>26</b>



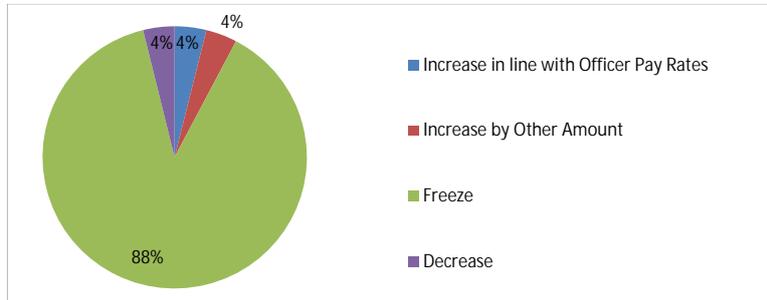
(vi) <i>Planning Control Committee Chairman</i>	
Increase in line with Officer Pay Rates	2
Increase by Other Amount	1
Freeze	22
Decrease	1
	<b>26</b>



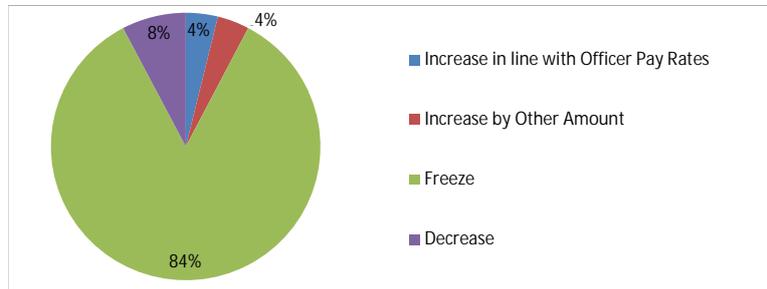
(vii) <i>Chairmen of Other Committees</i>	
Increase in line with Officer Pay Rates	1
Increase by Other Amount	1
Freeze	21
Decrease	3
	<b>26</b>



(viii) <i>Council Chairman</i>	
Increase in line with Officer Pay Rates	1
Increase by Other Amount	1
Freeze	23
Decrease	1
	<b>26</b>



(ix) <i>Council Vice-Chairman</i>	
Increase in line with Officer Pay Rates	1
Increase by Other Amount	1
Freeze	22
Decrease	2
	<b>26</b>



## **Members Allowances Survey – Text Responses**

### **BASIC ALLOWANCES – TEXT RESPONSES**

#### Increase Allowance in line with Officers Pay

“The rate for our involvement is considerably below minimum wage.”

“I became a councillor in the 2014 local elections. I was elected with 3 other councillors of my party plus 2 ex-Conservatives. All these councillors have left, 4 to other groups and 2 not re-elected. My work load since I started has increased proportionally and I now sit on 4 committees plus my ward duties. I believe it is time to increase our allowances.”

“Councillors in work often have to take unpaid leave to attend Council Meetings, outside bodies or training sessions. The allowance should therefore keep pace, as far as possible, with the rate of inflation. With recent rises to the pension age, retired persons, on a fixed pension, now take up council positions instead of other paid work. To make ends meet these should be recompensed with an allowance that keeps pace with the rate of inflation.”

“The basic allowance should be raised to reflect the general involvement of Councillors to undertake their civic duties.”

“Everything is increasing in price – fuel, stationery, postage and insurance. With part of my allowance taxed at 40% it doesn't leave a lot to fulfil a lot of duties.”

“Value of Basic Allowance has been frozen since 2010. In the addition the £800 allowance (computer allowance) has been taken away so in real terms many councillors have experienced increased local district workloads as they have become the “go to people” since this Council has cut back on numerous services.”

#### Increase Allowance by Other Amount

“There have been no increases since I have been a councillor, and I believe people in general are fed up of austerity. It simply has not worked.”

#### Freeze Allowance

“Due to the current climate it is reasonable to freeze the allowances.”

“We as a Council are having to cut back on services we provide, so I think it is morally wrong to give ourselves a pay rise.”

“I believe the current allowance to be quite adequate to cover expenses incurred.”

“In the current climate increases in allowances are not justified.”

“Most of the people we represent don't think we are worth what we are getting now. Given the present economic problems that continue to impact on our communities then maintaining the allowances at the present level seems the best option.”

“I'm happy with the level of pay.”

“Everyone is experiencing hardship at this time.”

“We all need to tighten our belts.”

“The Basic Allowance should be kept at current levels or even as the case may be decreased to a level which is acceptable by all councillors. In my opinion the allowances that I receive have been generous and should either be frozen or decreased because public sector pay hasn’t gone up for quite a few years.”

“Whilst most employees are suffering from salaries “pegged” at below inflation rates it would be very wrong for Councillors to receive a rise in allowances.”

“In view of the current financial situation I think it would be wrong to increase allowances.”

“I feel that we receive fair salaries for the work we do. Also, as cuts are having to be made it would be irresponsible to expect more.”

### Decrease Allowance

“Reduced committee meetings. Should be proof of case work done.”

## **SPECIAL RESPONSIBILITY ALLOWANCES – TEXT RESPONSES**

### Increase – Specific SRAs Only in line with Officers Pay

*Leader of the Council, Deputy Leader of the Council, Leader of the Opposition, Cabinet Members, Chairman of Planning Control Committee, Chairmen of Other Committees, Chairman of the Council and Vice-Chairman of the Council* – “With the exception of the Scrutiny Committee Chairs, the work of the other Chairs has remained consistent or even increased over the last 5 years.”

*Deputy Leader of the Council and Leader of the Opposition* – “In this time of tight Council budgets and will only get tighter, to increase some allowances will be wrong but I would certainly have a closer look at the allowances paid to the Opposition Leader of the Council as I think the allowance he or she is paid isn’t enough as the Leader of the Opposition to hold the Leader of the Council to account, and that should be in all councils across the country.”

*Deputy Leader of the Council, Leader of the Opposition, Cabinet Members, Chairman of Planning Control Committee, Chairmen of Scrutiny Committees, Chairmen of Other Committees, Chairman of the Council and Vice-Chairman of the Council* – “Everything is increasing in price – fuel, stationery, postage and insurance.”

### Increase – Specific SRAs by Other Amount

*Leader of the Council and Leader of the Opposition* – “Both the Leader and Leader of the Opposition do have an increased workload as overall this Council has reduced the number of committees this year. Problems rarely go away, they just create more additional workloads for councillors who are at the forefront of the Council in residents eyes.”

### Freeze – All SRAs

“Due to the current climate it is reasonable to freeze the allowances.”

“Morally wrong to give increases.”

“These positions are well paid compared to what a basic councillor gets.”

“I’m happy with current levels.”

“At a time of austerity allowances should not be increased.”

“As before, everyone is in hardship.”

“We all need to tighten our belts.”

“Whilst most employees are suffering from salaries “pegged” at below inflation rates it would be very wrong for Councillors to receive a rise in allowances.”

“In view of the current financial situation I think it would be wrong to increase allowances.”

“I feel that we receive fair salaries for the work we do. Also, as cuts are having to be made it would be irresponsible to expect more.”

**Freeze – Specific SRAs Only**

*Leader of the Council, Cabinet Members, Chairman of Planning Control Committee, Chairmen of Scrutiny Committees, Chairmen of Other Committees, Vice-Chairman of the Council* – “I think that the allowance paid is fair.”

*Deputy Leader of the Council, Cabinet Members, Chairman of Planning Control Committee, Chairmen of Scrutiny Committees, Chairmen of Other Committees, Chairman of the Council and Vice-Chairman of the Council* – “Additional responsible allowances are at a reasonable level.”

**Decrease – Specific SRAs Only**

*Cabinet Members, Chairman of Planning Control Committee, Chairmen of Scrutiny Committees, Chairmen of Other Committees, Vice-Chairman of the Council* – “Apart from the Leader and Deputy most of the work is done and prepared for them.”

*Chairmen of Scrutiny Committees* – “Scrutiny Chairs now chair fewer meetings and under the new system it should be more officer led. I feel this should be reduced by 33% in line with this. There are now 3 meetings per Scrutiny Committee, which works out at £617.66 per meeting. This is excessive for the work completed.”

*Deputy Leader of the Council, Cabinet Members, Chairmen of Scrutiny Committees, Chairmen of Other Committees and Vice-Chairman of the Council* – “The work by those selected to decrease should balance the increased basic allowance and reflects those roles where additional work, time and responsibility is relatively less than those frozen.”

*Chairman of the Council* – “I think the allowance paid to the Chairman of the Council should be reduced as the present allowance paid is more for what he or she does as Chairman/woman.”

## **OTHER ALLOWANCES – TEXT RESPONSES**

“I believe that the IT allowance for the purchase of a laptop or similar device should be reinstated in order to help the paperless council. Approximately £500 when first elected for initial outlay and then £250 if re-elected for any updates that need to be installed or add-ons such as Microsoft Office.”

“I agree to the cut of £800 for the computer allowance but keep the monthly sum of £33 for various items e.g. phone line, calls and broadband.”

“Frozen at current level.”

“Allowances should stay at the same level.”

“It is very difficult to claim travel allowance.”

“I believe the ICT allowance should be a one-off per election period for the Councillor concerned. It should be given to purchase/replace equipment. Receipts should be presented and only reimbursed for money spent. No additional ICT allowance should be paid. No payment for internet or phone bills. I do not believe a carers' allowance should be paid as persons becoming councillors know the commitment and how it will impact on their families. Any such allowance, if required, should be paid by their political party and not the Council. If you can claim a carers' allowance as it is classed as employment why can you not join the Local Authority Pension Scheme? I am happy with both the Travel and Subsistence allowances. They are both nationally agreed, even though I have never made a claim against either.”

“ICT allowance should only be paid to members who use IT.”

“The removal of the ICT allowance should be reversed but only a hardship basis.”

“I feel they should be available for those members finding difficulty in managing these aspects of their daily life.”

“I think the ‘Communications Allowance’ and Travel Allowance should remain. I do not claim travel as I live close to the Council but for Councillors living in Rugeley, they would build up a lot of mileage.”

## **GENERAL SCHEME COMMENTS – TEXT RESPONSES**

“Just that in order to run a paperless council the allowance for IT needs to be re-examined. Especially with such poor provision for WIFI and computing equipment provided in group rooms and other meeting rooms.”

“Councillors work hard and out of hours but with the present climate, I feel it would be wrong to increase our allowance, freezing them is the right thing to do and also the cut of £800 for the computer allowance will help the Council’s budget.”

“This is taxpayers money and therefore they should expect value for money from all elected members.”

“It is totally weighted to the Leader of the Council and his minions and is unfair when all Chairmen are from the Council Leader’s Group.”

“Further consideration only when there is a significant change in the Government Pay Policy.”

“I feel the Shadow Cabinet should receive an allowance for work completed. To do the job correctly and with vigour, they should be recompensed and rewarded. I was not a member of the authority when this allowance was withdrawn in 2009, but I am informed by members of all groups it was as Shadow Cabinet meetings were very poorly attended. I would set a Shadow Cabinet allowance at a realistic figure of £1,853, that of Committee Chairs. Shadow Cabinet members attend twice as many additional meetings 8+ per year and carry out similar work, to ensure the authority functions properly.”

“Just people in hard times.”

“I just hope that other councillors remember that its taxpayers money they are receiving and especially in this age of austerity!!! And nobody asks for increases in their allowances.”

“I fully understand and support the need to keep costs low, but it must be viable – freezing or decreasing allowances / wages needs to be fully justified. Allowances frozen from 2010 – seven years is a long time while everything else has increased in price.”

“I feel that allowances should remain the same and that they are good value for the general public as we are a 24/7 available service for problems and complaints.”

“The Shadow Cabinet also had their allowances taken away in 2010. It is time that consideration be given by this Panel to re-introduce an allowance in line with peer authorities.”

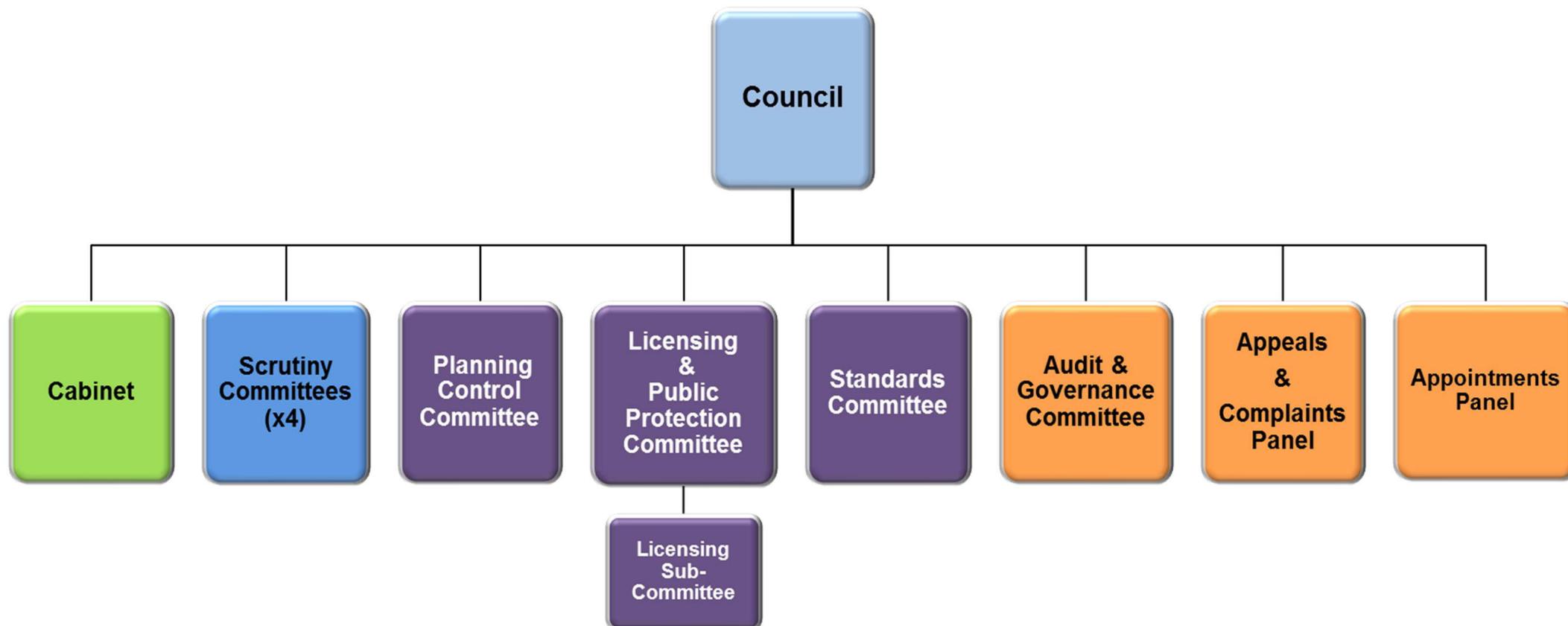
“Should allowance be based on attendance at meeting – e.g. no attendance = no pay.”

Functions, Responsibilities and Structures of  
Council, Cabinet, Committees, Panels and Chief Officers

Committee	Number of Members	Key Functions and Responsibilities
<i>Policy Making Meetings:</i>		
<b>Council</b>	41	<ul style="list-style-type: none"> <li>• Approve the budget and policy framework;</li> <li>• Elect the Leader of the Council;</li> <li>• Elect/appoint the Chairman and Vice-Chairman of the Council;</li> <li>• Appoint Members to committees/outside bodies;</li> <li>• Approve changes to the Constitution;</li> <li>• Consider reports and recommendations from Cabinet and committees;</li> <li>• Adopt a Members' Allowances Scheme;</li> <li>• Confirm appointment and removal of statutory officers;</li> <li>• Changing the name of the area;</li> <li>• Determining relevant electoral matters.</li> </ul>
<b>Cabinet</b>	9 (can be a maximum of 10 – Leader of the Council +9)	<ul style="list-style-type: none"> <li>• Executive functions as set out in the Constitution and relevant legislation;</li> <li>• Make recommendations to Council on the budget and policy framework and other matters;</li> <li>• Performance management;</li> <li>• Partnership working;</li> <li>• Appointment of Members to outside bodies.</li> </ul>
<i>Scrutiny Meetings:</i>		
<b>Customers &amp; Corporate Scrutiny Committee</b>  <b>Economic Development and Town Centres Scrutiny Committee</b>  <b>Health, Culture and Environment Scrutiny Committee</b>  <b>Housing, Crime and Partnerships Scrutiny Committee</b>	13 per committee	<ul style="list-style-type: none"> <li>• Be available for consultation;</li> <li>• Review and scrutinise decisions made by the Cabinet, current Council policies, performance management and other matters referred;</li> <li>• Monitor, review and scrutinise the performance of local strategic partners;</li> <li>• Make reports and/or recommendations to Council and Cabinet as deemed necessary;</li> <li>• Exercise the right to 'call-in' decisions made by the Cabinet (within the required timescales);</li> <li>• Questioning and evidence gathering.</li> </ul>
<i>Regulatory and Non-Regulatory Meetings:</i>		
<b>Planning Control Committee</b>	15	<ul style="list-style-type: none"> <li>• Determine applications made under relevant legislation, except those applications which are delegated to Officers for determination;</li> <li>• Make comments on applications made to the County Council and neighbouring planning authorities;</li> <li>• Enforcement of planning control;</li> <li>• Make Tree Preservation Orders;</li> <li>• Provide 'screening' and 'scoping' opinions on behalf of the Council under the Terms of the Town and County Planning Regulations 1999.</li> </ul>

Committee	Number of Members	Key Functions and Responsibilities
<b>Licensing &amp; Public Protection Committee</b>	10	<ul style="list-style-type: none"> <li>• Determine applications made under relevant legislation and issues related to licences other than those submitted under such legislation;</li> <li>• Consider all environmental health matters which are not delegated to Officers (Public Protection remit);</li> <li>• All functions to be carried out under the Licensing Act 2003 by a 'licensing committee' (Licensing remit).</li> </ul>
<b>Licensing Sub-Committee</b>	3	<ul style="list-style-type: none"> <li>• Functions delegated by the Licensing &amp; Public Protection Committee under section 10(1) of the Licensing Act 2003 ('Sub-delegation of functions by licensing committee etc.).</li> </ul>
<b>Standards Committee</b>	7 (+8 Parish/Town Council reps)	<ul style="list-style-type: none"> <li>• Promote and maintain high standards of conduct by Members and co-opted Members;</li> <li>• Assist, advise and train on matters related to the Code of Conduct for Members;</li> <li>• Monitor the operation of the Council's codes of conduct;</li> <li>• Consider whether to grant dispensations to a Member or Members on matters in which they have a pecuniary interest;</li> <li>• Hold hearings into complaints about current and former District and Parish/Town councillors on potential breaches of the Code of Conduct.</li> </ul>
<b>Audit &amp; Governance Committee</b>	7	<ul style="list-style-type: none"> <li>• Consider matters related to, and reports from, the Council's Internal Audit team and External Auditors and take appropriate action as necessary;</li> <li>• Consider and monitor matters related to the Council's regulatory framework, including; the Annual Governance Statement, risk management, corporate governance framework, anti-fraud and bribery, money laundering and confidential reporting;</li> <li>• Approve the financial statements following consideration of the External Auditors opinion and report to Members.</li> </ul>
<b>Appeals and Complaints Panel</b>	5	<ul style="list-style-type: none"> <li>• To be responsible for and hear matters in accordance with; housing related appeals and complaints, corporate complaints and council owned trees, as appropriate to the appeal or complaint being considered.</li> </ul>
<b>Appointments Panel</b>	9	<ul style="list-style-type: none"> <li>• To deal with the appointment of Officers to posts at Head of Service level, with the exception of the S.151 Officer and Monitoring Officer (such appointments are made by the Council).</li> </ul>

Current Committee Structure (as at 24<sup>th</sup> May 2017)

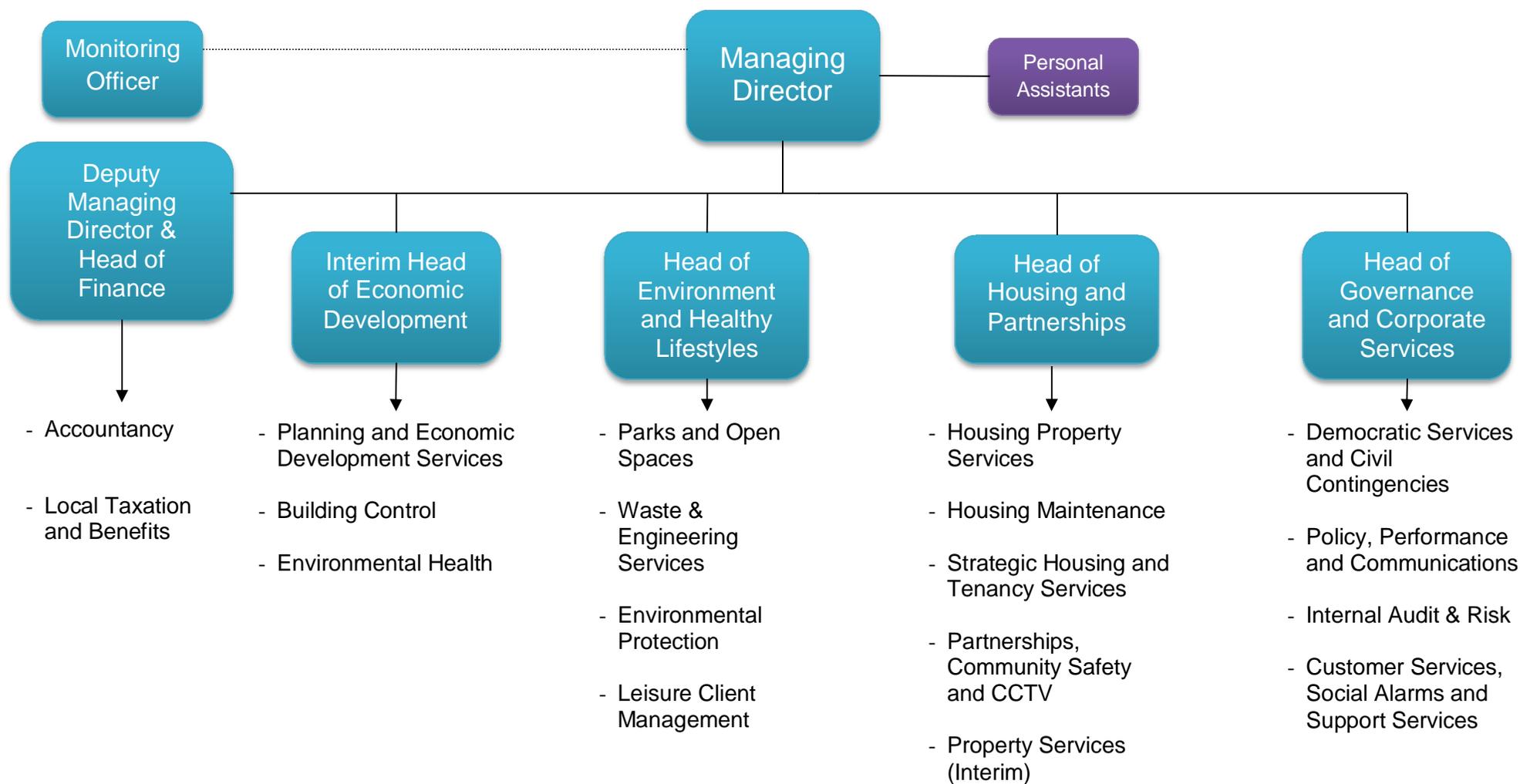


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**Chief Officers (Leadership Team) Roles and Responsibilities**  
**(as at 16 October, 2017)**

<b>Post Title</b>	<b>Service Area Responsibilities:</b>
Managing Director (Head of Paid Service)	<ul style="list-style-type: none"> <li>• Leadership Team (Cannock Heads of Services)</li> </ul>
Deputy Managing Director and Head of Finance (s151 Officer)	<ul style="list-style-type: none"> <li>• Finance (Shared Service)</li> <li>• Revenues &amp; Benefits (Shared Service)</li> </ul>
Interim Head of Economic Development	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Economic Development</li> <li>• Building Control (Shared Service)</li> <li>• Environmental Health</li> </ul>
Head of Environment and Healthy Lifestyles	<ul style="list-style-type: none"> <li>• Leisure Contract</li> <li>• Bereavement Services</li> <li>• Parks &amp; Open Spaces</li> <li>• Environmental Protection</li> <li>• Private Sector Housing</li> <li>• Waste &amp; Engineering Services</li> </ul>
Head of Housing and Partnerships	<ul style="list-style-type: none"> <li>• Strategic Housing &amp; Tenancy Services</li> <li>• Housing Property Services</li> <li>• Housing Maintenance</li> <li>• Community Safety and CCTV</li> <li>• Partnerships</li> <li>• Safeguarding</li> <li>• Property Services (Interim)</li> </ul>
Head of Governance and Corporate Services	<ul style="list-style-type: none"> <li>• Democratic Services</li> <li>• Policy, Performance and Communications</li> <li>• Scrutiny</li> <li>• Customer Services &amp; Social Alarms</li> <li>• Support Services and Land Charges</li> <li>• Civil Contingencies (Shared Service)</li> <li>• Internal Audit (Shared Service)</li> <li>• Insurance &amp; Risk Management (Shared Service)</li> <li>• Procurement (Shared Service)</li> <li>• Client Officer for Shared Services</li> </ul>
Head of Human Resources – Stafford Borough Council	<ul style="list-style-type: none"> <li>• Shared HR Service</li> </ul>
Head of Law & Administration – Stafford Borough Council (Monitoring Officer)	<ul style="list-style-type: none"> <li>• Shared Legal Service</li> </ul>
Head of Technology – Stafford Borough Council	<ul style="list-style-type: none"> <li>• Shared ICT and Reprographics Service</li> </ul>

Leadership Team Structure Chart – Effective from 16 October, 2017



# Section 41

## Members' Allowance

### Scheme 2016-18

This document contains the scheme for Councillors' Allowances as approved by the Council for the period 1 April, 2016 to 31 March, 2018. Any amendment to the scheme requires 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	Suspension or Partial Suspension of Councillors
Paragraph 8	Travel and Subsistence
Paragraph 9	Travel and Subsistence outside the U.K.
Paragraph 10	Claims and Payments
Paragraph 11	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

## **1. INTRODUCTION**

- 1.1 This scheme, which may be cited as the Cannock Chase Council Members' Allowances Scheme, was approved by Cannock Chase Council at its meeting on 13 January, 2016 in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 This scheme replaces all previous Members' Allowances Schemes.
- 1.3 The Allowances mentioned in this scheme shall be implemented with effect from 1 April, 2016 and shall run until 31 March, 2018.
- 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 stationery, postage 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 Managing Director 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 Managing Director to elect to forego any part of his/her 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/her 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/her 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. SUSPENSION OR PARTIAL SUSPENSION OF COUNCILLORS**

7.1 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.

7.2 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.

## **8. TRAVEL AND SUBSISTENCE**

8.1 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.

8.2 Such allowances will be payable at the same rates as those which can be claimed by Officers.

## **9. TRAVEL AND SUBSISTENCE OUTSIDE THE U.K.**

9.1 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.

## **10. CLAIMS AND PAYMENTS**

10.1 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 Managing Director 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.

10.2 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.

## **11. PUBLICITY**

11.1 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.

11.2 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 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.

### Special Responsibility Allowances

Special Responsibility Allowances shall be paid as follows (with effect from 1 April, 2017):

	<u>2017/18</u>
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 Planning Control Committee	£4,322
Chairmen of Scrutiny Committees	£1,853
Chairman of Licensing & Public Protection Committee	£1,853
Chairman of Audit & Governance Committee	£1,853

### 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.

### Independent Members

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

### Computer Allowance

Following their (re-)election, Councillors will determine whether they wish to purchase their own computer which will be used for Council business, provided that they are eligible under the Scheme. This arrangement is fixed until the end of the Councillor’s current term in office.

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 (e.g. ink cartridges). The Council will not provide any equipment or technical support in such circumstances.
- (ii) An allowance of £400 will be paid to Councillors in their year of (re-)election, followed by £400 per annum for each of the following three years. This allowance will be paid in instalments of £33.33 per month as a 'communications allowance', to cover the cost of; consumables, broadband, telephone line rental and mobile phone usage. All payments are subject to tax.
- (iii) 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.
- (iv) Those Councillors who are also County Councillors will be able to 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.

## Schedule 2 Approved Duties

Approved duties are prescribed as:-

- (a) Attendance of appointed Councillors at meetings of the Council, Cabinet, 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.

- (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 Managing Director. (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 Managing Director 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 Managing Director

- (B) Chartered Institute of Public Finance and Accountancy:  
Leader of the Council and Head of Finance
- (C) Chartered Institute of Housing:  
Leader for Housing and Head of Housing and Partnerships
- (D) LGA Economic Regeneration Conference:  
Leader for Economic Development & Planning and Head of  
Economic Development
- (E) Chartered Institute for the Management of Sport & Physical  
Activity:  
Leader for Culture & Sport and Head of Environment and Healthy  
Lifestyles

## **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.

## **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.

## **Annex 3**

# **Travel and Subsistence Allowances Outside The U.K.**

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.
2. However, the Secretary of State has no jurisdiction to determine subsistence rates abroad and each Local Authority must pay whatever it considers appropriate.
3. Accordingly, the Council has adopted the following scheme for the payment of subsistence on official duty outside the U.K.
4. Councillors of the Council and Officers who are 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 £490 per month (2017/18 rate), 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/her capacity as a Councillor.
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 allowances. 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. Councillors who are in receipt of Councillors' Allowances are considered to be 'employed' by their authority and as such, may in certain circumstances be eligible to receive Statutory Sick Pay (SSP).
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 Department. Further advice and documentation will then be issued.

# Section 41

## Members' Allowance

### Scheme 2018-21~~2016-18~~

This document contains the scheme for Councillors' Allowances as approved by the Council for the period 1 April, ~~2018~~2016 to 31 March, ~~2021~~2018. Any amendment to the scheme requires 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	Suspension or Partial Suspension of Councillors
Paragraph 8	Travel and Subsistence
Paragraph 9	Travel and Subsistence outside the U.K.
Paragraph 10	Claims and Payments
Paragraph 11	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

## **1. INTRODUCTION**

- 1.1 This ~~S~~cheme, which may be cited as the Cannock Chase Council Members' Allowances Scheme, was approved by Cannock Chase Council at its meeting on ~~11 April, 2018~~ ~~13 January, 2016~~ in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 This ~~S~~cheme replaces all previous Members' Allowances Schemes.
- 1.3 The Allowances mentioned in this scheme shall be implemented with effect from 1 April, ~~2018~~ ~~2016~~ and shall run until 31 March, ~~2021~~ ~~2018~~.
- 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 stationery, postage and indemnity insurance.

3.2 The Basic Allowance shall be increased by 2% for 2018/19 and index linked to any percentage changes in NJC Officer pay rates for 2019/20 and 2020/21.

## **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 Managing Director 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.

4.34.4 As with the Basic Allowance, all Special Responsibility Allowances shall be increased by 2% for 2018/19 and index linked to any percentage changes in NJC Officer pay rates for 2019/20 and 2020/21.

## **5. RENUNCIATION**

5.1 A Councillor may give notice in writing to the Managing Director to elect to forego any part of his/her 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/her 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/her 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. SUSPENSION OR PARTIAL SUSPENSION OF COUNCILLORS**

- 7.1 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.
- 7.2 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.

## **8. TRAVEL AND SUBSISTENCE**

- 8.1 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.
- 8.2 Such allowances will be payable at the same rates as those which can be claimed by Officers.

**9. TRAVEL AND SUBSISTENCE OUTSIDE THE U.K.**

9.1 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.

**10. CLAIMS AND PAYMENTS**

10.1 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 Managing Director 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.

10.2 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.

**11. PUBLICITY**

11.1 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.

11.2 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 for 2018/19 is ~~£5,445~~£5,339\* of which £1,224 is included in this sum for the purchase of consumables by Councillors, such as 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.

### Special Responsibility Allowances and Civic Allowances

Special Responsibility Allowances and Civic Allowances for 2018/19 shall be paid as follows: ~~(with effect from 1 April, 2017):~~

<u>Special Responsibility Allowances:</u>	<u>2018/19</u> <u>2017/18</u>
Leader of the Council	<u>£18,514</u> <u>£18,150</u>
Deputy Leader of the Council	<u>£9,447</u> <u>£9,260</u>
Councillors of Cabinet	<u>£8,185</u> <u>£8,025</u>
Leader of the Opposition	<u>£6,927</u> <u>£6,791</u>
Chairman of Planning Control Committee	<u>£4,408</u> <u>£4,322</u>
Chairmen of Scrutiny Committees	<u>£2,040</u> <u>£1,853</u>
Chairman of Licensing & Public Protection Committee	<u>£1,891</u> <u>£1,853</u>
Chairman of Audit & Governance Committee	<u>£1,891</u> <u>£1,853</u>
<u>Councillors of Shadow Cabinet</u>	<u>£1,224</u>
<u>Civic Allowances:</u>	
<u>Chairman of the Council</u>	<u>£9,160</u>
<u>Vice-Chairman of the Council</u>	<u>£3,595</u>

### 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.~~

### Independent Members

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

### Communications~~Computer~~ Allowance

~~Following their (re-)election, Councillors will determine whether they wish to purchase their own computer which will be used for Council business, provided that they are~~

~~eligible under the Scheme. This arrangement is fixed until the end of the Councillor's current term in office.~~

~~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 (e.g. ink cartridges). The Council will not provide any equipment or technical support in such circumstances.~~

An allowance of £400 will be paid to Councillors in their year of (re-)election, followed by £400 per annum for each of the following three years. This allowance will be paid in instalments of £33.33 per month as a 'communications allowance', to cover the cost of; consumables, broadband, telephone line rental and mobile phone usage. All payments are subject to tax.

~~(ii) 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.~~

~~(iii) Those Councillors who are also County Councillors will be able to 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 children under the age of 14, persons over the age of 60 and people with disabilities or learning difficulties. Reimbursement will be at the National Living Wage rate in force at the time any such claim is made.:

~~(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.

## Schedule 2 Approved Duties

Approved duties are prescribed as:-

- (a) Attendance of appointed Councillors at meetings of the Council, Cabinet, 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.

- (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 Managing Director. (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 Managing Director 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 Managing Director

- (B) Chartered Institute of Public Finance and Accountancy:  
Leader of the Council and Head of Finance
- (C) Chartered Institute of Housing:  
Leader for Housing and Head of Housing and Partnerships
- (D) LGA Economic Regeneration Conference:  
Leader for Economic Development & Planning and Head of  
Economic ~~Prosperity~~Development
- (E) Chartered Institute for the Management of Sport & Physical  
Activity:  
Leader for Culture & Sport and Head of Environment and Healthy  
Lifestyles

## 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 ~~the Members;~~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.

## 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. Current rates payable are:

<u>Engine Capacity</u>	<u>451-999cc</u>	<u>Over 1000cc</u>
<u>Claimable rate (pence per mile)</u>	<u>46.9p</u>	<u>52.2p</u>

- (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.

### **SUBSISTENCE**

Councillors shall be paid subsistence rates in accordance with rates paid to Officers, including any local amendments to national rates. Current rates payable are:

<u>Allowance Type</u>	<u>Maximum Claim Amount</u>
<u>Breakfast</u>	<u>£5.89</u>
<u>Lunch</u>	<u>£8.11</u>
<u>Tea</u>	<u>£3.20</u>
<u>Dinner</u>	<u>£10.04</u>
<u>Overnight Accommodation (Outside London)</u>	<u>£95.60</u>
<u>Overnight Accommodation (London)</u>	<u>£109.03</u>

~~(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.

## **Annex 3 Travel and Subsistence Allowances Outside The U.K.**

- 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.
- However, the Secretary of State has no jurisdiction to determine subsistence rates abroad and each Local Authority must pay whatever it considers appropriate.

3. Accordingly, the Council has adopted the following scheme for the payment of subsistence on official duty outside the U.K.
4. Councillors of the Council and Officers who are 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 ~~£503~~~~£490~~ per month (201~~87~~/~~198~~ rate), 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/her capacity as a Councillor.

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 allowances. 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. Councillors who are in receipt of Councillors' Allowances are considered to be 'employed' by their authority and as such, may in certain circumstances be eligible to receive Statutory Sick Pay (SSP).
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 Department. Further advice and documentation will then be issued.

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# Section 41

# Members' Allowance

# Scheme 2018-21

This document contains the scheme for Councillors' Allowances as approved by the Council for the period 1 April, 2018 to 31 March, 2021. Any amendment to the scheme requires 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	Suspension or Partial Suspension of Councillors
Paragraph 8	Travel and Subsistence
Paragraph 9	Travel and Subsistence outside the U.K.
Paragraph 10	Claims and Payments
Paragraph 11	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

## **1. INTRODUCTION**

- 1.1 This Scheme, which may be cited as the Cannock Chase Council Members' Allowances Scheme, was approved by Cannock Chase Council at its meeting on 11 April, 2018 in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 This Scheme replaces all previous Members' Allowances Schemes.
- 1.3 The Allowances mentioned in this scheme shall be implemented with effect from 1 April, 2018 and shall run until 31 March, 2021
- 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 stationery, postage and indemnity insurance.
- 3.2 The Basic Allowance shall be increased by 2% for 2018/19 and index linked to any percentage changes in NJC Officer pay rates for 2019/20 and 2020/21.

## **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 Managing Director 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.

4.4 As with the Basic Allowance, all Special Responsibility Allowances shall be increased by 2% for 2018/19 and index linked to any percentage changes in NJC Officer pay rates for 2019/20 and 2020/21.

## **5. RENUNCIATION**

5.1 A Councillor may give notice in writing to the Managing Director to elect to forego any part of his/her 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/her 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/her 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. SUSPENSION OR PARTIAL SUSPENSION OF COUNCILLORS**

- 7.1 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.
- 7.2 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.

## **8. TRAVEL AND SUBSISTENCE**

- 8.1 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.
- 8.2 Such allowances will be payable at the same rates as those which can be claimed by Officers.

**9. TRAVEL AND SUBSISTENCE OUTSIDE THE U.K.**

9.1 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.

**10. CLAIMS AND PAYMENTS**

10.1 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 Managing Director 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.

10.2 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.

**11. PUBLICITY**

11.1 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.

11.2 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 for 2018/19 is £5,445 of which £1,224 is included in this sum for the purchase of consumables by Councillors, such as 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.

### Special Responsibility Allowances and Civic Allowances

Special Responsibility Allowances and Civic Allowances for 2018/19 shall be paid as follows:

<u>Special Responsibility Allowances:</u>	<u>2018/19</u>
Leader of the Council	£18,514
Deputy Leader of the Council	£9,447
Councillors of Cabinet	£8,185
Leader of the Opposition	£6,927
Chairman of Planning Control Committee	£4,408
Chairmen of Scrutiny Committees	£2,040
Chairman of Licensing & Public Protection Committee	£1,891
Chairman of Audit & Governance Committee	£1,891
Councillors of Shadow Cabinet	£1,224
<u>Civic Allowances:</u>	
Chairman of the Council	£9,160
Vice-Chairman of the Council	£3,595

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.

### Independent Members

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

### Communications Allowance

An allowance of £400 will be paid to Councillors in their year of (re-)election, followed by £400 per annum for each of the following three years. This allowance will be paid in instalments of £33.33 per month as a ‘communications allowance’, to cover the cost of; consumables, broadband, telephone line rental and mobile phone usage. All payments are subject to tax.

**Carers Allowances**

Councillors shall be reimbursed for the actual costs incurred as a result of providing care for children under the age of 14, persons over the age of 60 and people with disabilities or learning difficulties. Reimbursement will be at the National Living Wage rate in force at the time any such claim is made.

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.

## Schedule 2 Approved Duties

Approved duties are prescribed as:-

- (a) Attendance of appointed Councillors at meetings of the Council, Cabinet, 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.

- (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 Managing Director. (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 Managing Director 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 Managing Director

- (B) Chartered Institute of Public Finance and Accountancy:  
Leader of the Council and Head of Finance
- (C) Chartered Institute of Housing:  
Leader for Housing and Head of Housing and Partnerships
- (D) LGA Economic Regeneration Conference:  
Leader for Economic Development & Planning and Head of Economic Prosperity
- (E) Chartered Institute for the Management of Sport & Physical Activity:  
Leader for Culture & Sport and Head of Environment and Healthy Lifestyles

## **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 the Members; 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.

## 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. Current rates payable are:

<u>Engine Capacity</u>	<u>451-999cc</u>	<u>Over 1000cc</u>
Claimable rate (pence per mile)	46.9p	52.2p

- (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.

### SUBSISTENCE

Councillors shall be paid subsistence rates in accordance with rates paid to Officers, including any local amendments to national rates. Current rates payable are:

<u>Allowance Type</u>	<u>Maximum Claim Amount</u>
Breakfast	£5.89
Lunch	£8.11
Tea	£3.20
Dinner	£10.04
Overnight Accommodation (Outside London)	£95.60
Overnight Accommodation (London)	£109.03

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.

## **Annex 3**

# **Travel and Subsistence Allowances Outside The U.K.**

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.
2. However, the Secretary of State has no jurisdiction to determine subsistence rates abroad and each Local Authority must pay whatever it considers appropriate.
3. Accordingly, the Council has adopted the following scheme for the payment of subsistence on official duty outside the U.K.
4. Councillors of the Council and Officers who are required to undertake official duties outside the U.K. shall be entitled to the following travel and subsistence allowances:
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  - (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 £503 per month (2018/19 rate), 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/her capacity as a Councillor.
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.

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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 allowances. 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. Councillors who are in receipt of Councillors' Allowances are considered to be 'employed' by their authority and as such, may in certain circumstances be eligible to receive Statutory Sick Pay (SSP).
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 Department. Further advice and documentation will then be issued.