

PART 6 - MEMBERS' ALLOWANCES SCHEME

Introduction

1. This Scheme of Members' Allowances is made in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended). The Council, on 26 February 2020, having considered the recommendations of the Independent Remuneration Panel, adopted the following scheme for the payment of Members' allowances.

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2. The basic allowance, Special Responsibility Allowances, and Dependents' Carers' Allowance will be increased in line with the percentage increase in staff pay awards until 2024, at which time an Independent Remuneration Panel will review the Scheme.

Basic Allowance

3. A basic allowance of £5,711 is payable to all Members of the Council.

Special Responsibility Allowances

4. Special Responsibility Allowances are calculated as a percentage of the basic allowance. The Leader's Special Responsibility Allowance is 260% of the basic allowance. Other Special Responsibilities are then valued as a percentage of the Leader's allowance.
5. Special responsibility allowances are payable to those Members holding the positions identified below, in line with paragraphs 6 and 7 of this scheme, in addition to the basic allowance:

Role	Tier	Allowance (May 2023)
Leader of the Council	Tier 1	£14,849
Deputy Leader of the Council	Tier 2	£8,909
Mayor	Tier 3	£5,939
Deputy Mayor	30% of the Mayor's SRA	£1,782
Political Group Leader with 10% or more of the Council's membership	Tier 4	£5,197
Political Group Leader with up to 10% or more of the Council's membership	Tier 5	£4,009
Member of Executive	Tier 3	£5,939

Chairman of Scrutiny/Select Committee	Tier 5	£4,009
Chairman of Planning Applications Committee	Tier 4	£5,197
Chairman of the Licensing Committee	Tier 5	£4,009
Chairman of the Audit & Standards Committee	Tier 5	£4,009
Chairman of the Employment Committee	Tier 5	£4,009
Vice-Chairman of Planning Applications Committee	50% of the Chairman of Planning Applications Committee SRA	£2,599

6. No councillor should be entitled to receive at any time more than one Special Responsibility Allowance
7. The maximum number of SRAs payable at one time does not exceed 50% of Council Members (17 Members).

Approved Councillor Duties

8. As general guidance, Members will be eligible for travelling and subsistence allowances or carer's allowances when there has been attendance at meetings of the Council, its Executive, committees and working groups of which a councillor is a member. Other meetings authorised in advance by the Head of Legal & Democratic Services, the Executive or the relevant committee, such as site visits, are also eligible together with certain other meetings and seminars etc. which are considered by the Head of Legal & Democratic Services to be of strategic importance.
9. Examples of activities regarded as approved duties for Members receiving a special responsibility allowance are as follows:
 - (i) Briefing of political group leaders by Chief Executive or other senior officers.
 - (ii) Chairmen and vice-chairmen briefings for committee meetings.
 - (iii) Briefings by senior officers on issues, as chairmen/vice-chairmen or portfolio holder.
10. Additionally, where a Member has been appointed as the Council's representative on an outside body, travelling expenses, where attendance has involved a journey or journeys totalling in excess of 3 miles, will be met. If a Member becomes a representative of that outside organisation on a further body, the similar travelling expenses will be met.
11. All Members will be entitled to claim travelling expenses on the following basis:

- (i) if a Member is permanently resident outside the Borough, he or she may use that address as the starting point for the journey, save that Members may only claim travelling costs from the Borough boundary in respect of meetings held at Surrey Heath House (or any other “official” location);
- (ii) if a Member temporarily resides outside the Borough, subject to the prior agreement of the Head of Legal & Democratic Services, after consultation with the Leader of the Council, that address may be used as the basis for travelling expense claims for the duration of the period of temporary residence;
- (iii) if a Member works outside the Borough but lives within it, return travelling expenses for meetings at Surrey Heath House may only be claimed to and from the Members’ home.

Dependants’ Carers’ Allowances

12. Members may claim dependant carer’s allowances as follows:

Childcare – Up to £11.00 per hour, subject to the proof of payment being submitted with all claims

Carers of Dependents – based on cost, subject to the proof of payment being submitted with all claims and evidence that this type of care is required.

13. Dependants’ Carers’ Allowances are eligible to be paid in connection with any Approved Duties.

Pensions

14. No Member shall be entitled to a pension in accordance with a scheme made under Section 7 of the Superannuation Act 1972.

Renunciation

15. Members may elect to forgo all or part of any entitlement to an allowance by giving notice in writing to the Chief Executive.

Payments

16. All payments to Members of allowances will be made on the 20th of each month, or preceding working day; the payment of basic allowance and special responsibility allowances will be in equal monthly instalments over the period.

Suspension of Allowances

17. If a Member, who is in receipt of an allowance or special responsibility allowance is suspended or partially suspended from office, all allowances pertaining to the role from which the councillor is being suspended shall be withheld for the period of suspension or partial suspension.

Subsistence Allowances

18. The amounts payable to Members in respect of subsistence will be the amounts which are payable to officers of the Council for subsistence undertaken in the course of their duties.
19. Subsistence allowances are eligible to be paid in connection with any Approved Duties.

Travelling Allowances

20. The amounts payable to Members in respect of car and motorcycle mileage payments will be at the maximum rate per mile that can be paid tax-free as defined by HM Revenue and Customs or the lower rate paid to officers of the Council, whichever is the lesser.
21. The amounts payable to Members in respect of taxi travel, travel by air and European Travel, and the terms and conditions of those payments, will be as those set for officers of the Council

Parental Leave

22. The following provisions are provided for parental leave for councillors:
 - (i) All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their councillor duties due to leave relate to maternity, paternity, adoption shared parental leave or sickness absence
 - (ii) Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence
 - (iii) Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
 - (iv) If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a

Special Responsibility Allowance pro rata for the period over which the cover is provided;