

# 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 12 April 2017, having considered the recommendations of the Independent Remuneration Panel, adopted the following scheme for the payment of Members' allowances.

## Indexation

2. The basic and special responsibility allowances will be increased by 1% in May 2017 and 1% in May 2018.

## Basic Allowance

3. A basic allowance of £5,087.08 is payable to all Members of the Council.

## Special Responsibility Allowances

4. Special responsibility allowances are payable to those Members holding the positions identified below (only one to be applicable to any one Member) in addition to the basic allowance:

Mayor	£4,823
Deputy Mayor	£1,607
Leader of the Council	£13,864
Deputy Leader of the Council	£8,686
Political Group Leader	£4,626
Member of Executive	£4,626
Chairman of Scrutiny/Select Committee	£3,700
Vice-Chairman of Scrutiny/Select Committee	£1,478
Chairman of Planning Applications Committee	£4,283
Vice-Chairman of Planning Applications Committee	£2,141
Chairman of the Licensing Committee	£3,700
Vice-Chairman of the Licensing Committee	£1,849
Chairman of the Audit and Standards Committee	£3,700
Vice Chairman of the Audit and Standards Committee	£1,478

## Dependant Carer's Allowances

5. Subject to the proof of payment being submitted with all claims, Members may claim dependant carer's allowances as follows:

Childcare – Up to £7.00 per hour  
Carers of Dependents – up to £17.50 per hour

## Pensions

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

### **Renunciation**

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

### **Payments**

8. All payments to Members of allowances will be made on the 20<sup>th</sup> 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**

9. 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**

10. 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.

### **Travelling Allowances**

11. 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.
12. 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

### **Travelling and Subsistence Allowances – Eligibility**

13. As general guidance, Members will be eligible for travelling and subsistence 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 Executive Head of Corporate, 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 Executive Head of Corporate to be of strategic importance.

14. For the purposes of travelling and subsistence, 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.
  
15. 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.
  
16. 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 Executive Head of Corporate, 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.