



SCHEME OF MEMBERS' ALLOWANCES

2010/2011

(as adopted by Council on #)

SCHEME OF MEMBERS' ALLOWANCES 2010/2011

The following Scheme has been adopted by Cheshire East Council in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003. The effective date of operation of the Scheme is 1 April 2010.

In making the Scheme the Council has accepted the recommendations of the Independent Remuneration Panel contained in its report to Council on #.

No increase has been proposed to the 2010/2011 Scheme until such time as the Local Government Employees pay award is known, at which time the previous Index applied to the Scheme (Retail Price Index) will be reviewed.

Special Responsibility Allowances are paid at a percentage of Basic Allowance.

SCHEME OF MEMBERS' ALLOWANCES 2010/2011

1. Basic Allowance

- 1.1 The amount to be disbursed as Basic Allowance annually is **£907,200**.
- 1.2 Each Member of the Borough Council shall receive a sum of **£11,200** per annum (**£933** monthly).
- 1.3 Payment of Basic Allowance shall be monthly in arrears. If during this period, the term of office of a Member begins or ends, the entitlement to payment shall be based on calendar days per month.

2. Special Responsibility Allowances (SRA's)

- 2.1 Special Responsibility Allowances are paid as a percentage of the basic allowance.
- 2.2 The amount to be disbursed as Special Responsibility Allowances in 2010/2011 is **£348,610**.
- 2.3 Special Responsibility Allowances shall be paid in accordance with Schedule 1 attached to this Scheme.
- 2.4 Only one Special Responsibility Allowance shall be payable to any individual Member. Where a Member holds two or more positions which attract an SRA payment the higher of the amounts shall be paid.
- 2.5 Payment of Special Responsibility Allowances shall be monthly in arrears. If during this period a Member takes up or relinquishes such responsibilities as entitle him/her to a Special Responsibility Allowance the entitlement to payment shall be based on calendar days per month.

3. Civic Allowances

- 3.1 An allowance of **£14,000** per annum shall be paid to the Worshipful the Mayor of Cheshire East and an allowance of **£5,600** per annum shall be paid to the Deputy Mayor of Cheshire East to cover the expenses of the officer holder.
- 3.2 Although included in the Scheme for completeness, the allowances are not considered to be Special Responsibility Allowances in accordance with Sections 3 and 5 of the Local Government Act 1972.

4. Travel and Subsistence Allowance – Elected Members

- 4.1 Travel and Subsistence Allowances may be claimed on the submission of receipts for the performance of any duty specified in the 2003 Regulations and as set out in Schedule 2 attached to this Scheme.

5. Travel and Subsistence Allowance – Co-opted Members

- 5.1 Co-opted members serving on the Council's Committees are entitled to claim travel and subsistence reimbursement.
- 5.2 Parent Governor Co-opted members and School Appeal Panellists may claim reasonable travel expenses for attendance at the Cheshire Association of Governing Bodies meetings and School Appeals meetings respectively.
- 5.3 Co-opted (Independent/Parish) members of the Standards Committee are entitled to claim an allowance of £30 for any meeting they are required to attend by the Chairman of the Standards Committee, whereas only claims for subsistence will be paid where the cost of attendance at an event has been met by the Council.
- 5.4 Members of the Independent Remuneration Panel are entitled to claim travel and subsistence reimbursement and a meeting allowance of £30.

6. Approved Duties

- 6.1 The list of approved duties for which Allowances can be claimed is set out in Schedule 3 attached to this Scheme.

7. Childcare and Dependants Carers' Allowance

- 7.1 A Dependent Carers' Allowance will be paid to Members where actual costs are incurred for the care of dependants whether children, elderly people or people with disabilities whilst undertaking the duties specified in the Local Authorities (Members' Allowances) (England) Regulations 2003 and set out in Schedule 3 attached to this Scheme.
- 7.2 The amount payable in respect of a Carers' Allowance shall be up to a maximum of **£6,100** per calendar year on the production of receipts. A carer's (reasonable) expenses will also be paid.
- 7.3 The allowance or expenses is claimable only if the elected Member is the carer. The allowance will not be payable in respect of a member of the elected Member's own household.

8. Suspension of Allowances

- 8.1 The right to Basic Allowance, Special Responsibility Allowance and Travel and Subsistence Allowance may be withdrawn by the Council whilst a Councillor is suspended or partially suspended from his/her responsibilities or duties as a member of the Council as a result of a breach of the Members' Code of Conduct in accordance with Part III of the Local Government Act 2000 or Regulations made under that Part.

9. Telephone/Broadband Line Rental

- 9.1. An Allowance to cover the cost of telephone calls made in the course of Council business has been included in the basic allowance payable Members. Where a dedicated Broadband/telephone line is provided by the Council for the carrying out of Council duties, the associated line rental cost can be reclaimed from the Members' Allowances Scheme by elected Members billed directly for this service on submission of a bill.

10. Other Provisions

- 10.1 Claims for Allowance reimbursement are required to be submitted to Democratic Services no later than three months after the performance of the duty. Members requiring reimbursement of expenses which have not been submitted within this time have the right of appeal to the Borough Solicitor to seek reimbursement of late submissions.
- 10.2 A Member may request in writing to the Chief Executive (or an officer appointed by him in writing) that payment of Special Responsibility Allowance and Basic Allowance be paid at such intervals, in arrears, as the Member may specify but in any event within 1 month of the end of the financial year.
- 10.3 A Member may, by notice in writing to the Chief Executive (or an officer appointed by him in writing), elect to forgo all or any part of the entitlement to an allowance under this scheme.
- 10.4 The previous Scheme of Members' Allowances for 2009/2010 is hereby revoked.

SPECIAL RESPONSIBILITY ALLOWANCES 2010/2011

	No.	Gear	SRA £
Basic Allowance	81		11200
The Worshipful the Mayor			14000
Deputy Mayor			5600
Council Leader	1	2.5	28000
Deputy Council Leader	1	1.5	16800
Cabinet Portfolio	8	1.25	14000
Licensing Committee – Chair	1	0.65	7280
Vice Chair	1	0.325	3640
Scrutiny Committee Chairman	5	0.65	7280
Vice Chairman	5	0.22	2460
Appeals Committee Chairman	1	0.65	7280
Vice Chairman	1	0.22	2460
Strategic Planning Board Chairman	1	0.65	7280
Vice Chairman	1	0.22	2460
Southern/Northern Planning Committee Chairman	2	0.65	7280
Vice Chairman	2	0.22	2460
Governance & Constitution Committee Chairman	1	0.65	7280
Vice Chairman	1	0.22	2460
Staffing Committee Chairman	1	0.65	7280
Vice Chairman	1	0.22	2460
Standards Committee Chairman	1	0.65	7280
Vice Chairman	1	0.22	2460
Public Rights of Way Committee Chairman	1	0.5	5600
Vice Chairman	1	0.165	1850
Opposition Spokesperson		0	0
Main Opposition Leader	1	0.65	7280
Main Opposition Deputy Leader	1	0.325	3640
Opposition Leaders	2	0.5	5600
Cabinet Support Members	5	0.4	4480
Administration Whip	1	0.325	3640
Deputy Administration Whips	2	0.15	1680
Opposition Whips	3	0.15	1680
Carers Allowance (max)		0.55	6100

TRAVELLING, SUBSISTENCE AND OTHER ALLOWANCES/ REIMBURSEMENTS

1. Dependants' Carers' Allowance

A Dependents Carers' Allowance is payable in respect of approved duties on the basis of actual costs accrued only if the elected Member is the carer. The maximum total amount payable to an individual Member each year is £6,100 and claims should be supported by a receipt.

2. Travelling Reimbursement

2.1 Car Rate per Mile

Miles per Annum	451 – 999 cc	1000 – 1199 cc	1200 cc+
per mile first 8,500	42.9p	47.7p	60.1p
per mile after 8,500	32.3p	13.6p	15.8p

2.2 Rail Travel

Ordinarily train travel reimbursement is paid up to the open standard class fare unless exceptional circumstances apply as expenses should be at the minimum cost to achieve the purpose of the journey. Any case for first class rail travel greater than the open standard fare will require the submission of a business case supported by the Members' Group Leader.

2.3 Motorcycle or Moped Allowance

	Rate per mile	Rate per mile
Motorcycle		
For the first 1,500 miles per annum	126 - 250cc	251 - 500cc
Moped		
For the first 1,500 miles per annum	27p	35 .5 p
	500cc+	Up to 125 cc Up to 50cc
	39.2p	18.8p 12.4p
Non motorised transport e.g. bicycle		11 pence
Additional rate for each passenger, not exceeding 4 to whom a Travelling Allowance would otherwise be payable		1.0 pence per mile
Expenditure on tolls, ferry or car parking		Actual Amount
Overnight garaging supplement, where the Member is absent overnight		Actual Amount

3. Subsistence Reimbursements

Breakfast Allowance for a duty of more than 4 hours concluding before 12 noon	£8.29
Lunch Allowance for a duty of more than 4 hours concluding after 12 noon	£10.64
Dinner Allowance for a duty of more than 4 hours concluding after 6 p.m.	£16.69
Dinner Allowance (London and abroad) for a duty of more than 4 hours concluding after 6 p.m.	£34.57
Overnight accommodation outside London (to include breakfast)	£118.60
Overnight accommodation in London (to include breakfast)	£142.31

Note: The rate applicable to subsistence claims made in respect of attendance at the Local Government Association (LGA) Annual Conference will be the Dinner Allowance (London and abroad) irrespective of where in the UK the event is held.

The cost limitations on reimbursement are:

- | | | |
|-------|---|--------------|
| (i) | Absence of more than 4 but less than 8 hours | 1 main meal. |
| (ii) | Absence of 8 hours or more but less than 12 hours | 2 main meals |
| (iii) | Absence of 12 hours or more | 3 main meals |

4. Member's Surgeries

Up to a maximum of £32 for room hire in connection with the conduct of a Member's Surgery, subject to a maximum of twelve such claims per annum and the submission of necessary receipts.

CHESHIRE EAST COUNCIL: LIST OF APPROVED DUTIES

- Attendance at meetings of Council, Committees, Sub-Committees, Cabinet meetings (including by invitation), Special Committees, Panels, Boards, Forums and Working/Task Groups
- Attendance at visits of inspection of sites and buildings arranged by any of the bodies listed above
- Attendance at meetings of bodies on which the Borough Council is invited to be represented and Outside Organisation meetings to which the Governance and Constitution Committee make appointments (excluding School Governing Bodies)
- The duties associated with the Chairman or Vice-Chairman of an Outside Organisation on which the Member is representing the Borough Council
- Conferences/Seminars
- Authorised briefings for Committees/Sub-Committees/Cabinet meetings including all meetings which are called by officers of the Council e.g. pre agenda meetings
- Duties undertaken by a Chairman/Cabinet Member
- Courtesy Visits e.g.
 - i) Civic duties of the Mayor and Deputy Mayor of the Council
 - ii) Service duties and visits undertaken by the Chairman/Vice Chairman of Committees and Sub-Committees and by Cabinet Members
 - iii) for individual Members, attendance at official openings, open days, presentations, meetings with VIPs, receptions (in line with associated guidance document), all of which take place outside the Electoral Ward
- Governors of FE/HE Colleges, Residential Special Schools and Independent Schools
- 'Nominated Member' Duties – Members covered by this element of the scheme are
 - Leaders
 - Deputy Leaders
 - Group Whips
 - Mayor and Deputy Mayor

and includes travel to the authority's administrative buildings for essential business arising from the office which they hold
- Attendance at Parish Council Meetings within the Electoral Ward
- Member Learning and Development Events