



<b>Title:</b>	<b>Constitution of the Council (Part 6: Councillors Allowances)</b>
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**Adopted by Full Council on 19<sup>th</sup> May 2017**



# CONSTITUTION OF THE COUNCIL

## PART 6 - COUNCILLORS' ALLOWANCE SCHEME

### 1 BASIC & SPECIAL RESPONSIBILITY ALLOWANCES

<b>ALLOWANCE (Annual)</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>£</b>	<b>£</b>
Basic Allowance (All Councillors)	4,540	4,540
Leader of the Council (up to 4 Deputy Leaders)	18,417	18,417
Leader of the Council (more than 4 Deputy Leaders)	16,882	16,882
Leader of the Opposition (up to 4 Deputy Leaders)	9,208	9,208
Leader of the Opposition (more than 4 Deputy Leaders)	7,673	7,673
Leader of the Minority Group	921	921
Deputy Leaders (up to 4 Deputy Leaders)	9,208	9,208
Deputy Leaders (more than 4 Deputy Leaders)	7,673	7,673

Deputy Leaders Without Portfolio	0	0
Chair of Licensing Committee	4,604	4,604
Chair of Licensing Sub-Committee	0	0
Chair of Planning Committee	6,446	6,446
Chair of Scrutiny Committee	1,842	1,842
Chair of Audit Committee	1,842	1,842
Independent Laypersons for the Audit Committee	211	211
Chair of Standards Committee	921	921
Ordinary non-ESBC members of Standards Committee	211	211

- 1.1 The Basic Allowance is intended to include broadband and telephone expenses, as well as printing costs of Council-related papers.
- 1.2 The Special Responsibility Allowance payable to the Leader of the Minority Opposition Group is only payable when such a group reaches at least 10% of the full Council membership (i.e. at least 4 members).
- 1.3 Payments will be withheld when a Councillor ceases to be a member of the Council or is in any way not entitled to receive allowances.
- 1.4 Where a Councillor fails to attend at least 70% of the meetings which they are due to attend (subject to normal exceptions that apply to Officers not being at work, such as ill health and family bereavement, etc) the 12<sup>th</sup> monthly instalment of any Basic Allowance or Special Responsibility Allowance will not be paid.

## 2 TRAVEL EXPENSES

- 2.1 Travel expenses are only paid to Councillors in connection with their official approved duties. Councillors are reminded that the Council has committed to reduce unnecessary travel, to promote sustainable transport modes and to tackle climate change.
- 2.2 When travelling outside the Borough, Councillors are expected to take the most cost-effective means of travel that is appropriate.
- 2.3 The costs of allowable travel by the Councillor's private motor vehicle or bicycle will be payable at HMRC mileage rates. The current rates are set out below:

Vehicle Type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor Cycles	24p	24p
Bicycles	20p	20p
Passenger Supplement Rate	5p per passenger	5p per passenger

- 2.4 The actual cost of allowable travel will only be reimbursed upon production of receipts.

## 3 SUBSISTENCE & ACCOMMODATION EXPENSES

- 3.1 Subsistence expenses are not paid when Councillors are undertaking official approved duties within the Borough. This does not preclude the Council providing light meals and refreshments when meetings are unduly long or at other times deemed appropriate.
- 3.2 Subsistence expenses are only paid to Councillors when they are undertaking official approved duties outside the Borough and the duties involve more than 4 hours spent away from the Councillor's normal place of residence. The actual cost of allowable subsistence expenses will only be reimbursed upon production of receipts.

3.3 Councillors are encouraged to arrange for Democratic Services to book accommodation on their behalf. They may be able to secure better rates and are not bound by the maximum rates set out below.

3.4 The maximum rates payable for subsistence expenses are as follows.

3.4.1 Meals:

<b>Meal</b>	<b>Time</b>	<b>£</b>
Breakfast	Before 11.00am	6.00
Lunch	Between 12 noon and 2.00pm	8.26
Tea	Between 3.00pm and 6.00pm	3.29
Evening Meal	After 7.00pm	10.22

3.4.2 Overnight Accommodation:

<b>Location</b>	<b>£</b>
In London or at an approved conference	104.27
Elsewhere	91.42

## 4 DEPENDANTS' CARERS EXPENSES

4.1 Councillors shall be entitled to be reimbursed the actual cost of providing care to their dependants when such costs are necessarily incurred due to the Councillor undertaking official approved duties. Allowable expenses under this heading will only be reimbursed upon production of receipts.

4.2 The maximum hourly rates payable under this heading are as follows:

4.2.1 for claims for care for elderly &/or disabled dependants, the maximum hourly rate paid to home helps by Staffordshire County Council; and

4.2.2 for claims for care for other children, the applicable minimum wage for the age of the carer who provides the care.

## 5 INDEXATION

- 5.1 The allowances and expenses payable under this scheme shall be updated each year as follows:

<b>Allowance / Expense</b>	<b>Indexation</b>
Basic & Special Responsibility Allowances	Indexed to the annual percentage salary increase for local government staff (at spinal column 49) from 1/4/15 for the following 4 years.
Travel Expenses	Mileage rates shall be indexed in line with the HMRC rates from time to time.
Subsistence & Accommodation Expenses	Meals: indexed in line with the maximum rates payable to Officers of the Council  Accommodation: indexed in line with changes to the Retail Prices Index
Dependants' Carers Expenses	At relevant hourly rate for a home help as charged by Staffordshire County Council for the elderly and/or disabled element and the applicable minimum wafer for age of carer for the child care element.

## 6 MAKING CLAIMS FOR EXPENSES

- 6.1 All claims for expenses must be made within 3 months of the expense being incurred unless otherwise agreed in exceptional circumstances by the Chief Finance Officer.

## 7 PUBLICITY

- 7.1 The Council shall publish an annual statement of the remuneration and expenses received by Councillors in a local newspaper circulating in the area. Such notice shall also include a statement of Councillors' attendance at meetings.