

Members' Allowances Scheme 2011/12

1. Effective Dates

- 1.1 In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003, as amended, the Council, at its meeting on 28 March 2011, has agreed the following Scheme of Members' Allowances, which will have effect for the period 1 April 2011 to 31 March 2012.

2. Basic Allowance

- 2.1 All Members are to receive an annual Basic Allowance in the sum of £7,911.
- 2.2 The amount of Basic Allowance is based upon the following formula:-

[(estimated 2009/10 median Warrington hourly rate) x (councillors hours worked) x (weeks per year)] – voluntary contribution = Basic Allowance.
i.e. (12.35 x 22.5 x 52) – 45% = £7,947 *¹

*¹NOTES: (1) The above figure was adjusted downwards in 2009/10 to £7,911, so as not to increase the allowance by greater than the 2.5% increase set aside in the 2009/10 Budget for the staff pay award. The resultant figure has been retained for 2010/11 and 2011/12.

3. Special Responsibility Allowance

- 3.1 An annual Special Responsibility Allowance shall be paid to the following office holders, in accordance with the amounts shown below:-

Position	% of Leader's SRA	Allowance £
	%	£
Leader of the Council	100	20,015
Deputy Leader of the Council	75	15,012
Portfolio Holder	50	10,008
Chairs of Overview and Scrutiny	42.5	8,506
Chair of Governance	42.5	8,506
Chair of Development Control	42.5	8,506
Chair of Licensing	30	6,005
Opposition Group Leader	42.5	8,506
Chair of Traffic	10	2,002
Chair of Appeals	10	2,002
Deputy Chair of Development Control	10	2,002
Chair of Standards * ²	10	2,002

*² NOTE: The Chair of the Standards Committee receives a co-optees' allowance (Paragraph 7.1). The figure is shown above for comparison.

3.2 Where more than one position is held by a Member, only one Special Responsibility Allowance is payable (the highest amount).

4. Travelling and Subsistence

4.1 Within the Borough

4.1.1 The following annual rates are payable to Members:

Annual Single Rate	Amount per Annum
All Members without SRA	£243
All Members with SRA	£486

4.2 Outside the Borough

4.2.1 The following rates, which correspond to the staff travel and subsistence rates, are payable to Members and Co-optees:-

	Approved Duty Within the UK (Not London, etc)	Approved Duty Within the UK (London)	Approved Duty Outside of the UK
Public Transport	To ensure the most effective means of transport taking into account of cost (in consultation with the Members Services team within Democratic and members Services).		
Motor Cycle:			
Up to 50 cc (per mile)	12.1p	12.1p	12.1p
51 to 125 cc (per mile)	18.4p	18.4p	18.4p
126 to 250 cc (per mile)	26.2p	26.2p	26.2p
251 to 500 cc (per mile)	34.4p	34.4p	34.4p
Above 500 cc (per mile)	38.0p	38.0p	38.0p
Motor Car:	Up to 8,499 miles	Above 8,500 miles	
451 to 999 cc (per mile)	46.9p	13.7p	
1,000 to 1,199 cc (per mile)	52.2p	14.4p	
Above 1,200 cc (per mile)	65.0p	16.4p	
Taxi Fares (in case of urgency or where no public transport is reasonably available)	In all cases the actual fare and any reasonable gratuity paid may be claimed.		

	Approved Duty Within the UK (Not London, etc)	Approved Duty Within the UK (London)	Approved Duty Outside of the UK
Bicycle (per mile) The bicycle allowance may be claimed for approved duties taking place inside the Borough as well as outside	13.0p	13.0p	13.0p
Bed & Breakfast*	£106.67	£138.68	£138.68
Breakfast subsistence allowance*	£7.40	£7.40	£7.40
Lunch subsistence allowance*	£9.15	£9.15	£9.15
Tea subsistence allowance*	£3.75	£3.75	£3.75
Evening meal subsistence allowance*	£13.47	£13.47	£13.47
<p>* The rates shown must be reduced by an appropriate amount in respect of any meal or accommodation provided free of charge by an Authority or body in respect of the meal or period to which the allowance relates. Where a main meal (i.e. breakfast, lunch or dinner) is taken on a train during a period for which there is an entitlement to meal allowance, the reasonable cost of the meal may be reimbursed in lieu of payment of the meal allowance.</p>			
<ul style="list-style-type: none"> • Members should make arrangements for travel and subsistence to be paid directly by the Authority rather than by the Member, unless in exceptional circumstances agreed in advance with the Head of Democratic and Member Services; • Members shall provide receipts to justify claims for travel and subsistence allowances (except in cases where, for example, mileage allowance is claimed); • Members should only be able to claim the actual amount of expenditure incurred. 			

4.2.2 The rates of travelling and subsistence allowance for Outside the Borough shall be increased in line with any 'in year' or annual increases in respect of the corresponding allowances payable to staff, and shall be so indexed for a period of four years commencing on 1 April 2009 and ending on 31 March 2013.

4.2.3 Claims should normally be submitted within 2 months of undertaking the approved duty. Claims received by the 1st of each month will normally be paid on the 15th of that month.

5. Telephone Allowance/Mobile Telephones

5.1 All Members are entitled to be issued with a mobile telephone. The maximum cost of a dedicated connection and a mobile phone/ blackberry for business use paid for by the Council is £100 per month per Member.

5.2 For Members who do not have a computer and dedicated telephone line, the telephone allowance is £28.75 per calendar month.

5.3 Payments are taxable.

6. Childcare and Dependants' Carers Allowances

6.1 The maximum rate of payment in respect of costs incurred by a Member for childcare and dependant care is £11.28 per hour.

6.2 Payments are subject to a maximum weekly payment of £56.40, equivalent to five hours of care per week.

6.3 Payments may be claimed in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required.

6.4 Only one weekly payment may be claimed in respect of the household of each member, except in special circumstances to be judged by the Council's Standard Committee.

6.5 The allowance is payable to elected Members as a reimbursement of incurred expenditure against receipts but it is not payable in respect of care provided by member of the claimant's own household or any of their relatives.

6.6 Any dispute as to entitlement and any allegations of abuse should be referred to the Council's Standards Committee for adjudication.

6.7 The maximum hourly rate and corresponding weekly rate shall be increased in line with any 'in year' or annual increases in respect of the hourly rate for home care identified in the Council's policy on charging for non-residential care services and shall be so indexed for a period of four years commencing on 1 April 2011 and ending on 31 March 2015.

7. Co-optees Allowance

7.1 The Chair of the Standards Committee is eligible for an annual co-optees allowance in the sum of £2,002, being equivalent to that of the Chairs of the Appeals Committee and Traffic Committee.

8. Civic Allowance

8.1 An annual Civic Allowance shall be paid to the following office holders, in accordance with the amounts shown below:-

Position	Percentage of Leader's SRA	Allowance
	%	£
Mayor	75	15,012
Deputy Mayor	25	5,004
Mayoress/Consort	20	4,003
Deputy Mayoress/Consort	16	3,202

9. Pensions

9.1 No Member shall be eligible to join the Local Government Pension Scheme.

10. General Provisions

- 10.1 In respect of all allowances applied on an annual basis, the allowance shall be reduced for part year's service, so that where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, entitlement to the allowance shall be in the same proportion as the number of days served bears to a full year.
- 10.2 A Member may elect to forego all, or part, of his/her allowances.
- 10.3 Basic Allowance, Special Responsibility Allowance and In-Borough Travel Allowance will be withheld where a Member has been suspended, in the same proportion as the number of days of suspension bears to a full year.
- 10.4 No annual index will be applicable to any allowance, except in the case of outside the Borough travel and subsistence allowances and childcare and dependants' carers allowances.