

## **Members' Allowances Scheme 2016/17 – adopted 21 March 2016 (Revised 20 June 2016)**

### **1. Effective Dates**

- 1.1 In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003, as amended, the Council, at its meeting on 21 March 2016, has agreed the following Scheme of Members' Allowances, which will have effect for the period 1 April 2016 to 31 March 2017.

### **2. Basic Allowance**

- 2.1 All Members are to receive an annual Basic Allowance in the sum of £7935.
- 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 \*<sup>1</sup>

\*<sup>1</sup>NOTES: (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, 2011/12, 2012/13, 2013/14, 2014/15 and 2015/16.

- 2.3 The Basic Allowance shall increase annually in accordance with a percentage amount for inflation as determined by any positive value of the Consumer Price Index (CPI) as at February immediately prior to the introduction of a new Scheme and shall be so indexed for a period of four years commencing on 1 April 2016 and ending on 31 March 2020. In the event of a negative value for inflation (deflation) there will be no change to the level of Basic Allowance.

### **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:-

<b>Position</b>	<b>% of Leader's SRA</b>	<b>% of Chair's SRA</b>	<b>Allowance</b>
	<b>%</b>	<b>%</b>	<b>£</b>
Leader of the Council	100	-	20,015
Deputy Leader of the Council	75	-	15,012
Portfolio Holder	50	-	10,008
Chairs of Policy	42.5	-	8,506
Chair of Scrutiny	42.5	-	8,506
Chair of Health Scrutiny	42.5	-	8,506
Chair of Audit and Corporate Governance	42.5	-	8,506
Chair of Development Management	42.5	-	8,506

Chair of Licensing	42.5	-	8,506
Opposition Group Leader * see 3.3 below	42.5	-	8,506
Chair of Corporate Parenting Forum	20	-	4,004
Chair of Traffic	10	-	2,002
Chair of Appeals	10	-	2,002
Chair of Standards	10	-	2,002
Deputy Chairs of Policy	10	23.5	2,002
Deputy Chair of Scrutiny	10	23.5	2,002
Deputy Chair of Health Scrutiny	10	23.5	2,002
Deputy Chair of Audit & Corp Governance	10	23.5	2,002
Deputy Chair of Development Management	10	23.5	2,002
Deputy Chair of Licensing	10	23.5	2,002

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

3.3 The Independent Remuneration Panel met on 16 February 2016 at which the panel recommended an SRA for the opposition leader in accordance with the following proportionality methodology:

*For one or two opposition parties an SRA of £8506 be applied to each of the Leaders of each opposition party. For three or more opposition parties £8506 be allocated to the Leader of the largest group and then each further party leader to receive a proportion of £8506 according to the size of the group (the total figure not to exceed £17,012).*

3.4 The Local Government (Committees and Political Groups) Regulations 1990 provides details on the composition of a political group. In essence a party is two or more members that have provided a notice in writing to the proper officer of their intent to be treated as a group. The name of the group has to be provided together with details of who will act as the Leader. If the group falls to less than two it no longer remains a group.

#### **4. Travelling and Subsistence**

##### **4.1 Within the Borough**

4.1.1 The following annual rates are payable to Members:

<b>Annual Single Rate</b>	<b>Amount per Annum</b>
All Members without SRA	£243
All Members with SRA	£486

4.1.2 Members are entitled to receive a Warrington Borough Transport bus pass, if one is requested. The cost of the bus pass will be deducted from the annual allowance for in-borough travel.

4.1.3 Members using taxis for travel on Council business in-borough should normally fund this from their annual travel allowance. Where the Council accepts that a Member has specific mobility issues and the annual travel allowance is insufficient to cover the total annual cost of taxi fares, the Head of Democratic and Member Services may determine that an additional sum may be payable to cover such costs. Members will be responsible for keeping their own records and receipts as proof of expenditure. Any disagreement about entitlement to an additional allowance will be referred to the Standards Committee.

## 4.2 Outside the Borough

4.2.1 The following rates, which correspond to the staff travel and subsistence rates to the extent identified at paragraph 10.4, are payable to Members and Co-optees:-

<b>Public Transport</b>	To ensure the most effective means of transport taking into account of cost (in consultation with the Members Services team within Democratic and Member Services).		
<b>Motor Cycle:</b>	<b>Up to 10,000 miles</b>		
All engine sizes paid at HMRC rate for business mileage (index linked from 1 April 2014 to 31 March 2017)	24.0p		
<b>Motor Car:</b>	<b>Up to 10,000 miles</b>		
All engine sizes paid at HMRC rate for business mileage (index linked from 1 April 2013 to 31 March 2017)	45.0p		
<b>Taxi Fares:</b>			
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.		
	<b>Approved Duty Within the UK (Not London, etc)</b>	<b>Approved Duty Within the UK (London)</b>	<b>Approved Duty Outside of the UK</b>
<b>Bed &amp; Breakfast*</b>	£106.67	£138.68	£138.68
<b>Breakfast subsistence allowance*</b>	£7.40	£7.40	£7.40
<b>Lunch subsistence allowance*</b>	£9.15	£20.00	£9.15
<b>Tea subsistence allowance*</b>	£3.75	£10.00	£3.75
<b>Evening meal subsistence allowance*</b>	£13.47	£30.00	£13.47

\* 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.

- 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;
- Members should only be able to claim the actual amount of expenditure incurred
- Members should indicate the Town Hall as the start and return point for all out of borough journeys, even when the journey commences at home.

4.2.2 The rates of travelling and subsistence allowance for Outside the Borough (except as indicated at Paragraph 10.3) 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 2013 and ending on 31 March 2017.

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

### **4.3 Approved Duties**

4.3.1 The following duties are approved duties for the purpose of travelling and subsistence allowance provided the duty is taking place outside the Borough:-

- All working parties, panels, presentations, and site visits expressly authorised by the Executive Board or a committee, or undertaken as part of an agreed programme of work, and subject to sufficient funding being available in the relevant budget
- training courses\* and seminars\*.
- All attendances by Members on behalf of or as a representative of the Council but excluding attendance as a Ward Member and excluding attendance on behalf of a political group or some other agency.
- Attendance at functions as an authorised representative of the Borough Council.

Note\*: Subject to Paragraph 4.3.2 below

- 4.3.2 In respect of conferences, seminars and training events, an application form must be completed (and authorised by the Head of Democratic and Member Services) in advance, before arrangements for attendance can be made. Travel and subsistence payments may be withheld where prior approval has not been obtained.
- 4.3.3 Attendance at any conference included on the Schedule of Annual Conferences, as agreed by Council on 19 May 2008, does not require prior approval under paragraph 4.3.2 above, but will be subject to consideration of the necessary funding being available within the relevant budget. A summary of the Schedule (updated with consequential amendments) is as follows:-

<b>Conference</b>	<b>Attended By</b>
LGA annual conference	3 Leaders of Political Groups
National Children and Adult Services Conference	Executive Members for Children and Young People's Services and Health and Wellbeing and Adult Services, plus Shadow Members
CIPFA conference	Executive Member Corporate Resources and Assignments
North of England Education Conference	Executive Member Children and Young People's Services, plus Shadow Member
Annual Scrutiny Conference	Deputy Leader and Chair of Scrutiny Committee
Delivering Sustainable Communities Conference	Executive Member Environment and Public Protection, plus Shadow Member

- 4.3.4 Attendance at any meeting in relation to Members representing the Council on an approved Outside Bodies list will not require approval under paragraph 4.3.2 above.
- 4.3.5 The Council may only designate a duty as "approved" before the duty is undertaken. The Council has no power to make such a designation after the duty has been undertaken.

## **5. ICT Provision (Revenue)**

5.1 Members would be entitled to either:-

- 5.1.1 All Members, subject to an individual needs assessment, may be provided with a range of ICT and associated kit. This may include items from the following range:-

Broadband, landline, mobile device, ink cartridges, licenses, stationery (other than that provided in group rooms), calls from mobiles/landlines up to a maximum figure of £50 per month per member but working towards an average spend of £40 per member. NB it is not intended that the sum will

cover the full range, but rather the most important elements relevant to the individual member.

Or

- 5.1.2 Should Councillors choose to, use of their own or a mix of council/personal provision including:-

Broadband, landline, mobile device, gadget insurance, ink cartridges, calls from mobiles and landlines and upgrades to member's own broadband they will be reimbursed up to a figure of £50 per month but working towards an average spend of £40 per member. NB the use of any licenses or equipment required to comply with appropriate securities will be deducted from this amount. The maximum amount payable for individual items will be the amount currently paid by the council per month eg. currently it is £12.50 for mobile phones/calls, £12.99 - landline, £18.50 – broadband. Up to 50% of personal gadget insurance costs may be reimbursed.

## **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 £11.04 per hour (Previous rates are: £11.52 in 2011/12; £10.61 in 2012/13 to 2013/14 until October 2013, £10.72 from November 2013 to 2014/15).
- 6.2 Payments are subject to a maximum weekly payment of £110.40, equivalent to ten 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 Standards 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 2015 and ending on 31 March 2019.

## 7. Co-optees Allowance

- 7.1 No allowance is payable to co-optees.
- 7.2 That co-optees of Committees, Sub-Committees and standing Forums and independent persons appointed to serve on Education Appeals/Review Panels and the Independent Remuneration Panel may claim appropriate (staff) travel and subsistence allowances for expenditure incurred on approved duties both in-borough and out of borough.

## 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	% of Leader's SRA	% of Mayor's Allowance	Allowance
	%	%	£
Mayor	75	100	15,012
Deputy Mayor	25	33	5,004
Mayoress/Consort	20	27	4,003
Deputy Mayoress/Consort	16	21	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 No annual index will be applicable to any allowance, except in the case of:-
- Out of Borough Travel and Subsistence Allowances;
  - Childcare and Dependants' Carers Allowances; and
  - Basic Allowance (from April 2016 only).

The index in relation to Out of Borough Travel is the staff rate, except (until 30 April 2015) in the case of the motor car allowance and motor cycle allowance, where the index applied is the HMRC rate for business use up to 10,000 miles. With effect from 1 May 2015 the HMRC rates also apply to staff, so the above exception is no longer required. The index in respect of Subsistence Allowance does not extend to the rates for London, which will be determined

separately for councillors. The index for the Basic Allowance is the percentage for inflation based on any positive value of the Consumer Price Index as at March immediately prior to the introduction of a new Scheme.

10.4 Members will be supported by a range of services provided directly by the Council, as determined by the Head of Democratic and Member Services, following consultation with the Councillor Development Forum and relevant Executive Board Member. Services currently provided include the following:-

- Access to a budget of £1,000 towards capital expenditure per Councillor per 4 year term of office. The allocation is to be used for the provision of ICT equipment. This is to include the purchase of laptop/tablet/pc, initial purchase of portable telephony eg blackberry/I Phone etc if applicable, telephone handset (home use), routers/fobs/licenses/Bring your Own Device App, home furniture for office use and printers etc.

The capital allocation will not be paid up front, but rather an individual account/spreadsheet will be kept and managed by Democratic and Member Services for each Member identifying a running total. If a Councillor decides to have the equipment provided by the Council, the cost of the equipment will be deducted from the running total.

Should a Councillor decide to procure equipment outside the range provided by the Council, the equipment will need to have the appropriate securities placed on it and conform to the standards set by the ICT Service.

- Access to the Council's Cycle2Work Scheme;
- Access to the Childcare Voucher Scheme;
- Access to the Warrington Rewards Scheme;
- Payment of any fees to the Information Commissioner's Office for the registration of an individual Member as a data controller, for the purposes of holding and processing any personal information required for ward working.