

Part 5 – MEMBERS’ SCHEME OF ALLOWANCES

SCHEME OF MEMBERS’ ALLOWANCES FOR EAST SUFFOLK COUNCIL FROM 6.5.2019.

1. Basic and Special Responsibility Allowances

- 1.1 A basic allowance is payable to all Councillors as set out in the Table below. No claim is required.
- 1.2 In addition, Special Responsibility Allowances are payable to those Councillors holding the offices set out in the Table below. These are paid monthly and no claims are required.
- 1.3 A Councillor who does not wish to receive basic and/or Special Responsibility Allowances may give notice in writing to the Chief Executive. The notice can be withdrawn (in writing) at any time and the Allowances will be reinstated from the date of that second notice.
- 1.4 Basic and Special Responsibility Allowances accrue on a daily basis and are payable from the date on which the Councillor takes office and will cease on the date on which the office ceases.
- 1.5 These Allowances count as earnings for Income Tax and National Insurance and the appropriate deductions will be made.
- 1.6 The link between increases in officers’ pay and increases in Members’ Allowances is to be maintained so that any inflation increases applied to officers’ pay will be similarly applied to Members’ Allowances (including to the Basic Allowance and Special Responsibility Allowances).
- 1.7 Only one Special Responsibility Allowance will be paid to each Member (whichever is the higher allowance).

Table of Member Allowances	Amount
Basic Allowance	£4,883.40
Leader of the Council	£14,650.20
Deputy Leader of the Council	£9,766.80
Cabinet Members	£5,695.08
Assistant Cabinet Members	£2,441.76
Committee Chairman	£5,049.60
Vice Chairman of Committees	£2,441.76
Chairman of the Council	£7,325.16
Vice Chairman of the Council	£2,441.76
Leaders of Opposition Parties/Groups (based on minimum of 3 in opposition group x number in opposition group)	£266.40 (Leader ÷ 55)
Planning Committee Members (N) or (S)	£1, 220.85

1 Travelling and Subsistence Allowances for Members and Independent Persons

- 1.1 Travelling and subsistence allowances may be claimed by Councillors, Co-opted Members and Independent Persons to reimburse expenses that they have necessarily incurred in the performance of an approved duty.
- 1.2 Claims must be made via the online MyHR system accessible from the Council’s Intranet. Guidance on using the system may be obtained from the Democratic Services Team. The claims must provide full and clear details of the duties to which they relate.

Claims should be made regularly and not allowed to accrue for several months, and will only be paid a maximum of 3 months following the date of the duty.

- 1.3 The current rates of these Allowances are shown below.
- 1.4 The definition of an approved duty for this purpose is shown below. An essential consideration is that the duty must be approved in advance of its performance. All formal meetings of the Council, Cabinet and Committees are so approved.
- 1.5 A profit element may occur; a P11D will be used if applicable in the following June. Subsistence Allowances will be taxed where receipts are not produced.
- 1.6 Payments are made on the twenty-third day of each month and will normally include claims received by the fifth day of the relevant month. Late claims will be paid in the following month. Payment is by bank credit and an advice slip will be issued in respect of each payment made.

Travelling Allowances

- (a) Public service transport — the actual costs incurred. The Council has determined that travel by rail should be by standard class. Travel warrants may be obtained for rail journeys. Payment will be made on production of a receipt.
- (b) Taxi fares - in cases of urgency or where no public transport is reasonably available, the actual fare and any reasonable gratuity paid, on the production of a receipt. Otherwise, payment will be limited to the appropriate fare for travel by public transport.
- (c) Members' own vehicles - a single payment irrespective of engine capacity of 45p per mile for cars (this rate does not attract tax up to a maximum of 10,000 miles and the Council has previously determined that no lump sum payment will be made); 24p per mile for mopeds; 24p per mile for motor cycles and 20.0p per mile for bicycles. The above rates are equal to those currently approved by the HMRC, and as of 6 April 2016 are exempted from tax and National Insurance contributions for all miles travelled in Members' own vehicles. Travel allowance rates will be varied in line with future revisions to HMRC statutory mileage rates.
- (d) Carriage of passengers - the rates specified in (c) above may be increased in respect of the carriage of passengers, not exceeding four, to whom a travelling allowance would otherwise be payable under any enactment, by 5p per mile per passenger.
- (e) Tolls, ferries and parking fees — the actual fees paid, and payment will be made on production of a receipt.
- (f) Other modes of travel - prior approval from the Proper Officer is required for travel by air. Payment will be made on production of a receipt.

2 Subsistence Allowances

- 3.1 No subsistence will be paid for breakfast, lunch or tea. However, an evening meal allowance will be paid where purchased outside of the District for the actual cost of an evening meal up to a maximum of £25.00 on the production of a receipt where an overnight stay is required (except that the Monitoring Officer is able to approve greater amounts in exceptional circumstances, examples of which would be the need to purchase a meal in Central London or if attending a meeting at a rural conference where it was not possible to find alternative provision). An evening meal allowance will only be paid on the production of a receipt. No overnight subsistence allowances will be payable.

- 3.2 The booking of Conferences, accommodation and travel arrangements for Members which have been approved will continue to be coordinated by Council Officers, where possible, to maximise any discounts that can be achieved.

3 Dependent Carers Allowances

- 4.1 The Allowance for specialist care of dependents (in circumstances previously approved by the Council's Monitoring Officer) is set at a maximum of £20.00 per hour, per carer/nurse, for actual costs incurred.
- 4.1 The Allowance for care of child dependents (in circumstances previously approved by the Council's Monitoring Officer) is set at:
Babysitting – up to a maximum of £10 per hour.
Child minding – up to a maximum of £10 per hour, unless provided free of charge under a government scheme, for actual costs incurred.
- 4.2 Payment of the Dependant Carers Allowance is subject to the production of a receipt and should not be provided by a family member. Payment made on the production of receipts.

5 Co-Opted Members of the Council

- 5.1 To be paid an amount per meeting, the amount being the Basic Allowance multiplied by between 1% to 4%, the % to be determined at the discretion of the Chairman of the Committee on which the co-opted Member sits.

6 Additional notes

- 6.1 Basic and Special Responsibility Allowances and Co-optee Allowances are subject to Income Tax under the PAYE system and to National Insurance deductions.
- 6.2 HMRC may consider claims for tax relief for expenses incurred as a Councillor or Co-optee and may require reasonable proof of those expenses. For further information please visit the HMRC website.
- 6.3 National Insurance contributions will be deducted when the Allowances payable in any month exceed the prescribed threshold. You will be exempt from paying National Insurance once you have reached the state pension age.
- 6.4 The receipt of these Allowances can affect entitlements to Benefits and they must be disclosed as income when claiming Housing Benefit and other means tested benefits.
- 6.5 A record of all claims and payments is maintained and is open to public inspection. A record of the payments made to each Councillor and Co-opted Member must be published annually.
- 6.6 Councillors and Co-opted Member must remain responsible for the accuracy of their own claims.

7 Approved duties

- 7.1 The duties for which travelling and subsistence allowances may be claimed are set out below. Effectively, the rules are designed to allow claims for travel and subsistence where appropriate for any formal duty carried out on behalf of the District Council:
- 7.2 Attendance at any meeting of the Council and its Committees, Joint Committees, Sub-Committees, Panels and Working Parties, where a Councillor is a Member of that Committee or acting as a Substitute Member, provided that the meeting is formally established and arranged in advance and is open to at least two Councillors. (The exception to this would be where the Chairman of the relevant Committee, Joint

Committee etc. has specifically extended an invitation to non-Members of the Committee to attend).

- 7.3 Attendance at meetings of any outside bodies, or committees and sub-committees of those bodies, provided the member has been appointed as the Council's representative, either ad hoc or on a continuing basis and no other arrangements exist for the payment of expenses to the Members of that body.
- 7.4 Meetings and engagements undertaken by the Leader of the Council, Deputy Leader or Cabinet Members through the course of their duties and as part of their specific roles and responsibilities.
- 7.5 Leader/Deputy Leader of the Opposition Groups where meetings have been called by the District Council/officers and where the Opposition Leader(s) have been invited to attend for specific meetings for consultation purposes.
- 7.6 Attendance at meetings of Town and Parish Councils within a member's Ward, which the member attends as a representative of the District Council.
- 7.7 Attendance at any meeting or event, including site visits, at the invitation of the Chief Executive or an Officer authorised by the Chief Executive to assist with the functions of the Council.
- 7.8 Attendance at official and courtesy visits of a civic nature within the United Kingdom at the request of the Chief Executive or an Officer authorised by the Chief Executive.
- 7.9 Attendance at conferences, seminars and meetings which relate to the interests of the district or any section of the local community and for which the Council has appointed the member as a delegate or where the conference fees are paid under a general authorisation.
- 7.10 Attendance at any training courses/Member briefings at the invitation of the Chief Executive or an officer authorised by the Chief Executive or where such training is arranged by the Council, a Committee or Sub-Committee.
- 7.11 Attendance at consultative and/or informative meetings approved by the Council, a committee or sub-committee with groups or local tax payers to discuss Council business.
- 7.12 Attendance at Court, Inquiries or Tribunal hearings on behalf of the Council where attendance is requested by the Chief Executive or an Officer authorised by the Chief Executive.
- 7.13 Attendance at meetings, forums, panels and task groups of the Local Government Association. (Note: where a member has been appointed in a representative role on behalf of the LGA such claims will be reimbursed by the LGA).

NOTE: Party political meetings and attendance at Member/Ward Surgeries are specifically excluded from this Scheme, and travel expenses will not be paid under the East Suffolk Council Members' Allowances Scheme for these meetings.