

Chapter 6

SCHEME OF MEMBERS' ALLOWANCES

This scheme of Members' Allowances has been set by the Council having regard to a report of an Independent Panel made up of non Councillors. The scheme came into effect from 1 April 2016 and will continue in force for three years.

1. Basic Allowance

The following basic allowance shall be paid to each Member of the authority to cover Councillors' incidental expenses such as heating, lighting, telephone, stationery and postage:

£8,597 per annum (as at 1 April 2018*)

Where a Councillor's term of office begins or ends part way through the year to which the allowance relates the amount of the basic allowance shall be reduced pro rata.

2. Special Responsibility Allowances

These allowances are paid to reflect the additional work involved in undertaking certain roles and taking on additional responsibilities under the Council's Constitution. The Special Responsibility Allowances are as follows:

Position	Limitations	SRA (as at 1 April 2018*)
Leader		£22,169
Deputy Leader	To a maximum of 68% of the Leader's SRA	£15,075
Executive Board Members	To a maximum of 56% of the Leader's SRA	£12,414
Chairs – Boards & Committees	To a maximum of 33% of the Leader's SRA	£7,383
Vice Chairs – Boards & Committees	50% of the Chair's SRA	£3,691
Leader of Principal Opposition (can be split equally if there is parity in the opposition groups)	Equal to that of the Chair's SRA	£7,383
Scrutiny Co-Ordinator	Equal to that of the Chair's SRA	£7,383

Special Responsibility Allowances are paid in addition to Basic Allowance. No Member is paid more than one Special Responsibility Allowance at any one time and, in the event that a Member undertakes more than one Special Responsibility at a time, then the higher/highest Allowance will be paid.

Where a Councillor does not hold the role giving rise to the entitlement to the Special Responsibility Allowance for the full year to which the allowance relates, the amount of the Special Responsibility Allowance shall be reduced pro rata.

(NB The Mayor will receive an allowance equivalent to the SRA of a Member of the Executive Board. The Deputy Mayor will receive an allowance equivalent to 50% of the SRA of a Member of the Executive Board. These allowances are not part of the scheme: this information is for completeness only.)

*Figures are subject to change in line with the employee cost of living rise (see item 7 below).

3. Child Care and Dependent Carer's Allowance

A Child Care and Dependent Carer's Allowance shall be payable based upon reimbursement of actual receipted costs subject to prior agreement with the Strategic Director – Enterprise, Community and Resources. The allowance is payable to any Member who incurs expenditure in respect of child or dependent relative care whilst undertaking the approved duties specified in paragraph 14 of this scheme.

4. Travel and Subsistence Allowances

Travel and subsistence allowances are payable for the approved duties set out in paragraph 14 of this scheme. Members are entitled to reimbursement of the full costs incurred (on production of the relevant receipts) subject to the following limits:

Car Mileage

Engine size	Up to 999cc	1000cc to 1199cc	1200cc and over
Pence per mile	34.6	39.5	48.5

Motorcycle Mileage

Engine size	Up to 149cc	150cc to 499cc	500cc and over
Pence per mile	8.5	12.3	16.5

Subsistence Allowances

Breakfast	Lunch	Dinner
£6.45	£8.65	£17.35

Overnight Accommodation

Outside London	£100.52 per night
Inside London	£126.90 per night

The Strategic Director –Enterprise, Community and Resources may authorise reimbursement at a higher rate for overnight accommodation and subsistence where it is not reasonably practicable for the Member to keep costs incurred to the allowances set.

Cycle Allowance

Members to be entitled to a mileage allowance equivalent to that payable to officers for use of a cycle in carrying out approved duties.

Public Transport

Reimbursement of full cost on payment of receipts (subject to air and rail travel being booked through the authority).

In respect of overseas travel, Members may claim reimbursement for all expenditure reasonably incurred in respect of duties outside the country provided that the travel has been approved in advance by the Strategic Director – Enterprise, Community and Resources.

The Strategic Director – Enterprise, Community and Resources may make an advance to a Member in respect of the likely costs of travel and subsistence where he/she considers it appropriate, subject to any advance being deducted prior to payment of any subsequent claims. (Except as varied above, the additional rules approved by the Standards Committee for Members' Travel and Subsistence Payments remain in effect.)

5. Co-Optees

Any co-optees, as permitted by the Council's constitution, shall be entitled to claim Travel and Subsistence and Child Care and Dependent Carer's Allowances on the same basis as any Member of the Council

6. Pensions

All Members of the Council who qualify for admission to the Local Government Pension Scheme shall be eligible to join the Scheme and both Basic Allowance and Special Responsibility Allowance shall be treated as amounts in respect of which pensions are payable.

7. Annual Increase

Any increase in Basic and Special Responsibility Allowances shall apply from the same date as the pay award is to take effect, and increases shall be backdated if necessary.

The allowances in this scheme shall be increased by the same percentage increase (or increases) as the NJC pay award for Local Government employees. Where different increases are awarded to different sections of the NJC workforce the percentage increase applicable at spinal column 29 shall apply.

8. Withholding of Allowances

Where a Member is suspended, or partially suspended, from their responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000, or regulations made thereunder, that part of any

- ❑ Basic Allowance
- ❑ Special Responsibility Allowance
- ❑ Travel and Subsistence Allowance

payable under this scheme in respect of the duties or responsibilities from which the Member is suspended may be withheld by the Council.

9. Payment of Allowances

Basic Allowance and Special Responsibility Allowance will be paid in 12 monthly instalments on the 20th of each month direct to a bank account. Other allowances will similarly be paid on the 20th of each month direct to a bank account subject to the relevant claims being submitted and approved in accordance with such procedures as may be set down by the Strategic Director – Enterprise, Community and Resources.

10. Repayment of Allowances

Where payment of any allowance has already been made in respect of any period during which the member concerned is

- (a) suspended or partially suspended from their responsibilities or duties as a member of the authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part;
- (b) ceases to be a Member of the authority; or
- (c) is in any other way not entitled to receive the allowance in respect of that period,

the Council may require that such part of the allowance as relates to any such period be repaid to the Council.

11. Renunciation

Members may elect to forego any part of their entitlement to an allowance under this Scheme by giving notice in writing to the Strategic Director – Enterprise, Community and Resources.

12. Multiple Authorities

Where a Member of the Council is also a Member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.

For the avoidance of doubt, allowances may be paid for Co-opted Members of the Transport Committee (Merseytravel Committee) and its Sub-committees of the Liverpool City Region Combined Authority, and will be dealt with in accordance with the Merseyside Integrated Transport Authority Scheme.

13. Time limit for Claims

Claims for the following allowances:

- (a) Child Care and Dependent Carer's Allowance;
- (b) Travelling and Subsistence Allowance

must be made by the person to whom they are payable within one month of the end of the month in which the entitlement to the allowance arose. In the event that a claim is not made within this time limit the Strategic Director – Enterprise, Community and Resources shall have absolute discretion as to whether to pay the claim.

14. Approved Duties

The following duties are specified as approved duties for the purpose of Travel and Subsistence Allowances and Child Care and Dependent Carer's Allowance:

1. Any meeting of the Council, Executive Board or other Board, Committee or Sub-Committee meeting.
2. Any meeting of a Working Group, or Panel appointed by a Board or Committee.
3. Any formal meeting with other local authorities.
4. Meetings with Council officers on official business.

5. Training courses and seminars organised by the Council.
6. All meetings where Members are appointed as representatives of the Council on Outside Bodies excluding School Governing Bodies.
7. All meetings, seminars and events attended by the Member where the Members' attendance is organised, requested or arranged by the Council.
8. Meetings of Locality Area Forum Projects.
9. The carrying out of any other duty approved by the Chief Executive of the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its Boards or Committees.