

The Constitution of Gravesham Borough Council

Annex 4: Members' Allowances Scheme

Adopted by the Council on 24 June 2003

Amended on 27 April 2004

Amended again on 1 March 2005

Amended again on 7 March 2006

Amended again on 6 March 2007

Amended again on 29 January 2008

Amended again 13 May 2008

Amended again April 2009

The Assistant Director (Communities) is responsible for ensuring that this Annex 4 to the Constitution is kept up to date.

Annexe 4: Members' Allowances Scheme

		Page
1.	Introduction	2
2.	Basic Allowance	2
3.	Special Responsibility Allowances	2
4.	Childcare and Dependent Carers' Allowance	2
5.	Subsistence and Travelling Expenses	3
6.	Pensions	3
7.	Renunciation	3
8.	Part-Year Entitlements	3
9.	Payments	4
	Schedule 1	5
	Schedule 2	7
	Schedule 3	8

Members' Allowances Scheme

1. Introduction

1.1 This scheme:

- (1) has been made in exercise of the powers conferred on Gravesham Borough Council by the Local Authorities (Members' Allowances)(England) Regulations 2003; and
- (2) may be cited as "The Gravesham Borough Council Members' Allowances Scheme"; and
- (3) shall have effect from 1 May 2003 until 31 March 2004 and in subsequent years.

1.2 In this scheme the term "year" means the 12 months ending with 31st March.

2. Basic Allowance

Subject to paragraph 6 below, for each year a basic allowance of £3,402 shall be paid to each councillor.

3. Special Responsibility Allowances

3.1 For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the borough council that are specified in schedule 1 to this scheme.

3.2 Subject to paragraph 6 below, the amount of each such allowance shall be the annual amount specified against that special responsibility in that schedule.

4. Childcare and Dependent Carers' Allowance

4.1 A childcare and dependent carers' allowance shall be payable in circumstances where a member of the council is obliged to engage and pay a carer for a child or other dependent member of his or her household because that member would otherwise be unable to attend an approved duty (as defined in schedule 2 below) due to the need to ensure care is provided for that child or dependent person.

4.2 The amount of the childcare and dependent carers' allowance shall be based on the actual costs incurred whilst undertaking an approved duty up to a maximum of £6 per hour, including up to one hour in total travelling to and from the place at which the approved duty takes place.

4.3 A childcare and dependent carers' allowance shall not be paid where the carer is a member of the councillor's own household.

5. Subsistence and travelling expenses

- 5.1 Subsistence and travel expenses will be re-imbursed in respect of approved duties listed at schedule 2 and in accordance with the rates set out in schedule 3. All claims must be submitted to the Financial Services Department on a form prescribed by the Service Manager, Finance and must be supported by tickets/receipts.
- 5.2 All elected members and co-opted members of Gravesham Borough Council shall be eligible for re-imburement of subsistence and travelling expenses in accordance with 5.1 above.

6. Pensions

The special responsibility allowance paid to the Leader of the Executive shall be treated as superannuable in accordance with a scheme made under section 7 of the Superannuation Act 1972.

7. Renunciation

A councillor may, by notice in writing given to the Service Manager, Finance, elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Part-Year Entitlements

- 8.1 The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year:
- (1) this scheme is amended or
 - (2) that councillor becomes, or ceases to be, a councillor, or
 - (3) accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- 8.2 If an amendment, or amendments, to this scheme change(s) the amount of the basic allowance or a special responsibility allowance to which a councillor is entitled then, for each period in a particular year during which the relevant amounts are applicable, the entitlement to such allowance(s) shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.
- 8.3 Where the term of office of a councillor begins or ends at any time other than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be calculated on the basis of the equivalent daily rate that is applicable to the relevant period.
- 8.4 Where both:
- (1) this scheme is amended as described in sub-paragraph 8.2; and

- (2) the term of office of a councillor begins and/or ends as described in sub-paragraph 8.3; then

the entitlement of any such councillor to a basic allowance shall be calculated on the basis of the equivalent daily rate that is applicable to the relevant periods.

- 8.5 Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him/her to one or more special responsibility allowances, that councillor's entitlement shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.
- 8.6 Where this scheme is amended as mentioned in sub-paragraph 8.2 and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 8.3 any such special responsibilities as entitle him/her to one or more special responsibility allowances, that councillor's entitlements shall be calculated on the basis of the equivalent daily rate(s) that is/are applicable to the relevant periods.

9 Payments

- 9.1 Payments shall be made, subject to sub-paragraph 9.2, in instalments of one-twelfth of the amounts specified in this scheme on the last working day of each month.
- 9.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which, by virtue of paragraph 8, he/she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he/she is entitled.
- 9.3 Where a member of Gravesham Borough 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.

Schedule 1

1. The following are specified as the special responsibilities in respect of which Special Responsibility Allowances are payable, and the amounts of those allowances:

<u>Special Responsibility</u>	<u>Annual Rate</u> <u>(£)</u>
Leader of the Executive	20,000
Deputy Leader of the Executive	3,402
Leader of the Opposition (determined in accordance with Note A below)	3,402
Members of the Executive (excluding the Leader)	3,402
Chairman of the Regulatory Board	3,402
Vice-Chairman of the Regulatory Board	850
Chairman of the Overview Scrutiny Committee	3,402
Vice-Chairman of the Overview Scrutiny Committee	1,191
Chairman of the Finance & Audit Committee	3,402
Vice-Chairman of the Finance & Audit Committee	850
Chairman of the Licensing Committee	3,402
Vice-Chairman of the Licensing Committee	850
Chairmen of Policy Overview Committees (with effect from 20 July 2007)	1,701

NOTE A

Where -

- (a) the members of the Council are divided into at least two groups constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990; and
- (b) either a majority of councillors, or half of the councillors and the Mayor belong to the same political group ("the controlling group"); and
- (c) no special responsibility specified in paragraph 1 of this schedule is held by a councillor who is not a member of the controlling group.

a special responsibility allowance of £3,402 shall be paid -

- (i) where the members of the Council are divided into only two political groups, to the leader of the political group which is not the controlling group;

- (ii) where the members of the Council are divided into more than two political groups, the leader of the larger or largest political group other than the controlling group;
- (iii) where members of the Council are divided into more than two political groups, and the second and third largest political groups are of equal size, the leaders of both those groups.

Schedule 2

Duties which are Approved for the purpose of claiming travelling and subsistence allowances

Attendance at the following meetings.

1. Gravesham Borough Council, its Committees, Sub-Committees, Boards and Panels, and at meetings of the Cabinet and Policy Overview Committees, as set out in the Constitution.
2. Briefing by officers of the Council for members of the Cabinet and for Chairmen and Vice-Chairmen in respect of business appearing on agendas of those meetings set out in paragraph 1 above (payable to Chairmen, Vice-Chairmen and Cabinet Members only).
3. Gravesend Delivery Board.
4. Local Government Association.
5. South East Employers/South Eastern Provincial Council.
6. Kent County Council Education Committee member briefings.
7. Seminars organised by the Council to which all members of the Council are invited to attend.
8. Conferences and seminars at which attendance has been specifically approved by the Council, or by the appropriate Director in consultation with the Leader of the Executive.
9. Joint Staff/Member Consultative Committees.
10. Meetings held outside the area of the Borough (e.g. with KCC or government representatives) and attended as official representatives of the Council on Council business.
11. Kent County Superannuation Fund Panel.
12. General meetings of the Superannuation Fund Panel.
13. Formal meetings of the Council with Parish Councillors.
14. Site meetings called by the Council, or one of its Committees, Sub-Committees Boards or Panels.
15. Management Committee of the Local Government Information Unit.
16. Joint Transportation Board.
17. South East England Regional Assembly.

Schedule 3

Subsistence and Travelling Allowances to Members of the Council and Co-optees

Introduction

The purpose of the scheme is to reimburse councillors for expenses incurred in the performance of their approved duties. Tickets or receipts must be provided in all circumstances and attached to the claim form.

Subsistence – Maximum Allowances (from 9 May 2006)

- (a) Breakfast allowance (more than 4 hours away from normal place of residence, before 10.00am) – up to £6.23.
- (b) Lunch allowance including drinks (more than 4 hours away from normal place of residence, including the lunch time between 12 noon and 2.00pm) – up to £12.00.
- (c) Tea allowance (more than 4 hours away from normal place of residence, including the period 3.00pm to 8.30pm) – up to £3.40.
- (d) Evening meal allowance including drinks (more than 4 hours away from normal place of residence, ending after 8.30pm) – up to £20.00.

Absence overnight - to cover a continuous period of 24 hours:

Professionally linked conference hotel costs will be reimbursed in accordance with the terms of the residential booking, i.e. if arranged by conference organising body, full costs will be claimable.

Members making bookings will be reimbursed for accommodation, including breakfast to a maximum of £65.

An allowance for out of pocket expenses is provided per day for any travel away from home that incurs an overnight stay. This is to cover ad-hoc drinks, light refreshments, telephone calls to home and work. The rate is £4.81 per night's stay.

Note: Deduction must be made in respect of any meal provided free of charge by any authority for the Member.

Travelling – Maximum Allowances

Rail

All journeys should be made by the cheapest available fare.
Payment will only be made from **home to destination and return.**

Bus/Coach

All journeys should be made by the cheapest available fare.
Payment will only be made from **home to destination and return.**

Air Travel

All journeys should be made by the cheapest available fare.

Payment will only be made from **home to destination and return.**

Own Private Car

Members' motor insurance should include use on business mileage.

Car mileage allowances follow the Inland Revenue advisory rates for vehicles for 2003-04

- a) 40p per mile up to 4,000 miles
- b) 25p over 4,000 miles

Fees for parking will be reimbursed on production of tickets. Car parking will be reimbursed for parking whilst travelling by train.

Hired Car or Taxi

Reimbursement of taxi fares will only be made in cases of urgency or when no public service is available. Please note on the receipt accordingly and attach it to the claim form.

Otherwise - public service rate (i.e. bus or tube).

Hire Motor Vehicle other than CAB or Taxi

Rate for own private car or actual expenses.

Bicycles and Motor Bikes

Mileage allowances follow the Inland Revenue advisory rates for 2003-04.

- a) 20p per mile for bicycles
- b) 24p per mile for motorbikes