

Part 6

Members' Allowances

Scheme

LONDON BOROUGH OF RICHMOND UPON THAMES MEMBERS' ALLOWANCES SCHEME - 2011/2012

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MEMBERS' ALLOWANCES SCHEME - 20011/2012

1. The Scheme

- 1.1 Regulations require this Authority to make a Scheme of Allowances to Councillors and to establish and maintain a panel to make recommendations to the Council about the Scheme. The relevant regulations are the Local Authorities (Members' Allowances) (England) Regulations 2003.

2. Independent Remuneration Panel

- 2.1 Any decision to amend the scheme, to revoke and replace with a new one and to make its new annual scheme must be taken having regard to the recommendations of an Independent Remuneration Panel. Guidance from the Secretary of State must also be had regard to. The function of agreeing and adopting a scheme is a function of the whole Council.
- 2.2 Advice was sought from an Independent Remuneration Panel set up locally for the London Borough of Richmond upon Thames. This panel reported in January 2007. The Council in agreeing this scheme has had due regard to the recommendations of this Richmond upon Thames Independent Remuneration Panel.

3. Entitlement

- 3.1 Any Member may by notice in writing to the Chief Executive elect to forego any part of entitlement to an Allowance under the Scheme.

4. Basic Allowance (BA)

- 4.1 The total budget for Basic Allowance (BA) in 2011/2012 is £549,700 (after allowing for employer's pension contributions). The BA payable equally to each Member for the period 20 May 2011 to 26 May 2012 is £9,400 to be paid monthly, in arrears, by BACS.

5. Special Responsibility Allowance (SRA)

- 5.1 This allowance is paid to those Members who hold the special responsibilities in relation to the Council specified in **Appendix A**.
- 5.2 The total budget for SRAs in 2011/2012 is £201,750 (after allowing for employer's pension contributions). SRAs for the period 25 May 2011 to 24 May 2012 will be paid monthly, in arrears, by BACS.
- 5.3 A Member is only entitled to receive one Special Responsibility Allowance. Where a Member has more than one Special Responsibility, they may claim the higher of the two allowances.

6. Dependent Carers' Allowance (DCA)

- 6.1 A Member who as primary carer has to pay a carer or sitter to enable them to attend meetings or undertake authorised duties as specified in **Appendix B** may claim Dependent Carer's Allowance (DCA). This is set at a maximum of £7.00 per hour for babysitting duties and a maximum of £15 per hour for carer's duties. The Allowance will not however be paid in respect of other family members who cover the Member's caring duties.
- 6.2 Co-opted and Independent members of committees are also entitled to claim DCA on the same basis.

7. Part-year entitlements

- 7.1 SRA and BA will be paid pro rata to Councillors whose term of office begins or ends part way through this period. The term of office begins on the date the Councillor makes their declaration of acceptance of office. Similarly, if the scheme is amended or there are changes to SRA post holders so as to affect entitlement, the Allowance will be paid pro rata.
- 7.2 During election periods when certain positions of responsibility are not filled until the Cabinet and Committees are re-constituted, the full annual allowance less the amount paid to outgoing postholders shall be available to incoming postholders for the period over which the Cabinet/Committees are constituted and postholders appointed. In cases where a new position of responsibility is created (or there is a change of designation) the amount to be paid to the new postholder shall be the same as for an equivalent continuing position of responsibility.

8. Travel and Subsistence Allowances

- 8.1 The Basic Allowance covers all intra-Borough travel costs and subsistence. All other necessarily incurred travel and subsistence expenses in respect of approved duties, as set out in **Appendix C**, will be reimbursed under the same rules and entitlement as applies to staff. (The approved duty must have been performed outside the Borough and more than three miles from the Member's home).
- 8.2 In exceptional circumstances, where prior approval in writing has been obtained from the Chief Executive, allowances for travel by minicab for those Members with a disability or due to ill health may be claimed.
- 8.3 Expenditure must have been incurred in the performance of duties that were designated as approved before the duty was performed.
- 8.4 The allowance is always the amount actually paid and necessarily incurred, within the limits prescribed. If any cheap or reduced travel fare is available, that must be used.
- 8.5 Claims must be submitted to the Members' Secretary within **one month** following the period of claim. The Head of Democratic Services will make payment after verification. Travel and subsistence allowances claimed by Councillors are not subject to tax.
- 8.6 **Prior written approval should be obtained from the Chief Executive for travel abroad or first class travel.**
- 8.7 The rates are shown below:

Allowance	Rates
Travelling Allowance	
Travel by Bicycle	50p per mile
Motorcycle: up to 125cc	16.8p per mile
Motorcycle: over 125cc	24p per mile
Car: up to 999cc	42.9p per mile
Car: over 999cc	46.9p

Subsistence	
Breakfast	£4.48
Lunch	£6.17
Tea	£2.43
Evening meal	£7.64

9. Payments to non - Council members

- 9.1 An annual allowance of £300 is paid to Overview & Scrutiny voting Church and Parent Governor Representatives and permanent co-optees. An annual allowance of £300 is paid to the Independent members of the Standards Committee and Audit Committee. Any representative or co-opted/independent member may, by notice in writing to the Chief Executive, choose not to receive an allowance.
- 9.2 Where the appointment of a non-Council member begins or ends during a year, the co-optees' allowance entitlement will be calculated proportionally.
- 9.3 Education Appeal Panel Members may claim an allowance of £25 per day for attendance at Appeal Panels. Claims must be made and submitted on the special form issued by the Head of Democratic Services. Payment will be made after verification.

10. Withholding of Allowances

- 10.1 The Standards Committee may withhold all or part of the Basic Allowance and all other allowances payable to a Member (including non-Council members) who has been suspended or partially suspended from his/her responsibilities or duties as a Member.
- 10.2 Where the payment of an allowance has already been made in respect of a period in which a Member has been suspended or partially suspended, the Standards Committee may require that such part of the allowance as relates to any such period be repaid.

11. Publicity

- 11.1 As soon as reasonably practicable after receiving a report from the Independent Remuneration Panel setting out the Panel's recommendations, copies will be made available for inspection and a notice will be published in a local newspaper.
- 11.2 Once the Scheme has been made or amended, copies will be available for inspection and a further notice published in a local newspaper with details of the scheme.
- 11.3 As soon as reasonably practicable after the end of the year to which the scheme relates arrangements must be made for the publication in the area of the total sum paid to each member in respect of basic and special responsibility allowances. This information is also made available on the Council's website.

12. Pensions

- 12.1 All Councillors under the age of 75 are eligible to apply for membership of the Local Government Pension Scheme and should notify the Pensions Manager of their intention to join in writing.

13. Refreshments after Council Meetings

- 13.1 An annual sum of £50 will be deducted from the Basic Allowance per Councillor in respect of a contribution towards refreshments provided after meetings of the Council.

14. Taxation

- 14.1 Basic and Special Responsibility Allowances are taxable, and the Director of Finance and Corporate Services will deduct and account for tax as directed by the Inspector of Taxes. Members will receive an annual certificate of tax deducted, at the end of each tax year, or on leaving office. An expense allowance can be agreed between the Member and his/her own Tax Office, which will be reflected in the Tax Code. All tax negotiations must be undertaken by Members direct with their own Tax Offices.

15. Audit

- 15.1 All claims will be subject to review by Internal Audit and by the external Auditor.

This is a general and by no means exhaustive statement of the law on these matters.

Gillian Norton, Chief Executive

**SPECIAL RESPONSIBILITY ALLOWANCES
17 MAY 2011 – 15 MAY 2012**

POSITION	COUNCILLOR	ALLOWANCE (£)
Leader of the Council	Nicholas True	26,250.00
Deputy Leader & Cabinet Member for Resources	Geoffrey Samuel	15,150.00
Strategic Cabinet Member for Education, Youth and Children's Services	Christine Percival	9,700.00
Cabinet Member for Schools	Paul Hodgins	9,000.00
Strategic Cabinet Member for Community, Business and Culture	Pamela Fleming	9,700.00
Cabinet Member for Community Development	Samantha Salvoni	5,000.00
Strategic Cabinet Member for Environment, Planning, Parks and Highways	Virginia Morris	9,700.00
Cabinet Member for Highways and Street Scene	Chris Harrison	5,000.00
Cabinet Member for Performance	Tony Arbour	9,700.00
Cabinet Member for Adult Services, Health & Housing	Nicola Urquhart	9,700.00
Leader of the Opposition	Stephen Knight	15,150.00
Deputy Leader of the Opposition	David Williams	4,875.00
Finance and Performance O&S Committee Chairman	Brian Miller	7,250.00
Finance and Performance O&S Committee Vice-Chairman	TBC	750.00
Education and Children's Services O&S Committee Chairman	Gareth Evans	7,250.00
Education and Children's Services O&S Committee Vice-Chairman	Suzette Nicholson	600.00
Environment , Sustainability and Community O&S Committee Chairman	David Porter	7250.00
Environment , Sustainability and Community O&S Committee Vice-Chairman	Jerry Elloy	600.00
Health, Housing and Adult Services O&S Committee Chairman	Sue Jones	7,250.00
Health, Housing and Adult Services O&S Committee Vice-Chairman	Alan Butler	600.00
Planning Committee Chairman	David Linnette	9,725.00
Planning Committee Vice-Chairman	Susan Chappell	300.00
Planning Committee Vice-Chairman	Scott Naylor	300.00
Regulatory Committee Chairman	Rita Palmer	2,375.00
Regulatory Committee Vice-Chairman	Helen Lee-Parsons	600.00
Pension Fund Committee Chairman	Geoff Acton	2,375.00
Audit Committee Chairman	Jonathan Cardy	2,375.00
TOTAL IN 11/12 – Potential		178,525.00

DUTIES QUALIFYING FOR DEPENDANTS' CARERS' ALLOWANCE (DCA)

1. WHERE THE MEMBER IS A MEMBER OF THE COMMITTEE OR BODY, OR IS INVITED TO ATTEND:

General

Meetings of the Council

Meetings of the Cabinet

All Committees, Scrutiny Committees, Sub-committees and Panels listed in the Constitution
Conferences approved in advance

Joint (member) meetings with other local authorities and organisations

Meetings convened by the Council, or by any Committee or Panel, or by a Director, Chief Officer or Designated Officer, provided that members of at least 2 political groups are invited.

Group Leader meetings

Member briefings called by an officer

Cabinet Member/Officer meetings (including time for initial research and analysis provided that such preparatory time is limited to no more than 10 hours per calendar month)

Formal Member training

2. WHERE THE MEMBER IS NOT A MEMBER OF A COMMITTEE, SCRUTINY COMMITTEE, SUB_COMMITTEE OR PANEL, BUT WHERE THAT MEMBER:

is attending as a substitute

is presenting a Task Group report to a Scrutiny Committee or to the Cabinet.

attends a meeting where an item is considered which names that member as a local member.

attends an Overview & Scrutiny Committee meeting where the agenda includes discussion of a motion moved by that member, referred from full Council.

is a Cabinet Member attending a meeting of a Scrutiny Committee

is a member who represents the Council on an outside body and attends a Scrutiny Committee, Sub-Committee or panel at which an item relevant to/arising from that outside body is being discussed.

DUTIES FOR WHICH TRAVELLING/SUBSISTENCE ALLOWANCES MAY BE CLAIMED

NO ALLOWANCES ARE PAYABLE FOR DUTIES HELD WITHIN THE BOROUGH. THE APPROVED DUTY MUST HAVE BEEN PERFORMED MORE THAN THREE MILES FROM THE MEMBER'S HOME (SEE PARAGRAPH 8 PAGE 2).

A Member appointed to be present at a meeting of a particular body, if unable to attend, cannot appoint another member to attend who will be able to claim allowance unless such substitution has been specifically approved in advance by the Executive. It is important that the Chief Executive should be informed at once if a Member is unable to attend so that the appointment of another Member can be made.

(a) Richmond Council Meetings

Claims for any meetings which are clearly in connection with the discharge of the functions of the Council or the Executive must be outside the Borough and more than three miles from the Councillor's home.

(b) Local Authority Associations and London-Wide Bodies

Environment Agency, South East Area
 Environment Group
 Local Authority Forum (London Arts Board)
 Local Government Association
 London Councils
 London Home Safety Council
 National Joint Councils
 West London Waste Authority

This includes:

- (i) above organisations' Committees and Sub-Committees and any meetings of these bodies with a Government Department, a local authority or other body where the appointee is attending on behalf of any such organisation;
- (ii) any meeting or other service as a member of another body having been appointed to that body by or on the nomination of one of the above organisations provided that in the view of the appointing/nominating organisation, it is an appropriate body for approved duty purposes.
- (iii) Councillors co-opted onto above organisations.