

LONDON BOROUGH OF RICHMOND UPON THAMES MEMBERS' ALLOWANCES SCHEME - 2007/2008

INDEX

SUBJECT	Page(s)
Audit	3
Basic Allowance	1
Dependent Carers' Allowance	1
Entitlement	1
Independent Remuneration Panel	1
Part year Entitlements	2
Payments to non - Council Members	3
Pensions	3
Publicity	3
Special Responsibility Allowance	1 and Appendix 'A'
Subsistence Allowance	2 and Appendix 'B'
Taxation	3
The Scheme	1
Travel Allowance	2 and Appendix 'B'
Withholding of Allowances	3

MEMBERS' ALLOWANCES SCHEME - 2007/2008

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 in 2007/2008 is £508,398 (excluding employer's pension contributions). The BA payable equally to each Member for the period 16 May 2007 to 20 May 2008 is £9,415 (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 2007/2008 is £202,000. SRAs for the period 16 May 2007 to 20 May 2008 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 has to pay a carer or sitter to enable them to attend meetings may claim Dependent Carer's Allowance (DCA). This is set at £7.00 per hour for babysitting duties and £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 B**, 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 Chief Executive 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	10p per mile
Car	38p per mile
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 £450 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. 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 Democratic Services Manager. 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 and also of the recommendations of the independent remuneration panel;
- 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 70 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. Taxation

- 13.1 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.

14. Audit

- 14.1 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
16 MAY 2007 – 20 MAY 2008**

POSITION	COUNCILLOR	ALLOWANCE (£)
Leader & Cabinet Member for Strategy & Partnerships	Serge Lourie	25,000 in 07/08 [30,000 in 08/09] [35,000 in 09/10]
Deputy Leader & Cabinet Member for Resources	Stephen Knight	16,000
Cabinet Member for Adult Services, Health & Housing	Denise Carr	10,000
Cabinet Member for Children's Services & Education	Malcolm Eady	10,000
Cabinet Member for Communities	David Williams	10,000
Cabinet Member for Environment	Martin Elengorn	10,000
Cabinet Member for Youth, Culture and Leisure	John Coombs	10,000
Cabinet Member for Traffic, Transport & Parking	David Trigg	10,000
Leader of the Opposition	Nicholas True	16,000
Deputy Leader of the Opposition	David Marlow Geoffrey Samuel ¹	5,000
O&S Co-ordinating Group Chair ²	Sue Jones	10,000
Adult Social Care & Housing O&S Committee Chair	Sue Jones	7,500
Education & Children's Services O&S Committee Chair	Suzette Nicholson	7,500
Environment & Sustainability O&S Committee Chair	James Mumford	7,500
Finance & Strategy O&S Committee Chair	Geoffrey Samuel	7,500
Health O&S Committee Chair	Nicki Urquhart	7,500
Planning Committee Chair	Brian Miller	10,000
Planning Committee Vice-Chair	Jeremy Elloy	2,500
Standards Committee Chair	Margaret Hill ³	5,000
Regulatory Committee Chair	Eleanor Stanier	5,000
Investment Committee Chair	Christine Percival	2,500
Audit Committee Chair	David Porter	2,500
	TOTAL IN 07/08 – Potential	189,500 (less 7,500)
	TOTAL IN 07/08 - ACTUAL	189,500

¹ Cllr Marlow to receive the SRA

² Paid in place of one of the O&S Committee Chair SRAs

³ Independent Member

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 3 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.