

**CHILTERN DISTRICT COUNCIL
SCHEME OF MEMBERS' ALLOWANCES 2019/20**

GUIDANCE NOTES FOR MEMBERS

In accordance with the Local Authorities (Member's Allowances) (England) Regulations 2003 (Statutory Instrument 2003 No 1021) the scheme of members' allowances was agreed at the Council meeting held on 28 February 2018. The 2018/19 Scheme adjusted by 2%, to reflect the locally agreed pay award to staff, to provide the 2019/20 Scheme. The 2019/20 scheme is effective from 1 April 2019 to 31 March 2020 and is set out below.

1. The allowances approved for the financial year 2019/2020 are as follows:

Post holder	Amount (£)
Basic Allowance (all Members)	4,896
Chairman of the Council	5,141
Vice-Chairman of the Council	2,056
Leader	14,198
Deputy Leader	7,099
Other Portfolio Holders	6,365
Chairmen of Overview Committees (2)	3,427
Chairman of Planning Committee	5,141
Vice-Chairman of Planning Committee	1,469
Chairman of Licensing & Regulation Committee	1,714
Chairman of Audit & Standards Committee	1,714
Chairman of Governance & Electoral Arrangements Committee	98 (per meeting) *
Chairman of Appeals & Complaints Committee	98 (per meeting) *
Chairman of Licensing Sub-Committee**	98 (per meeting) *
Miscellaneous:- Ordinary members of a Licensing Sub-Committee (including reserve)	49 (per meeting) *
Ordinary members of Planning Committee (11)	734
Party Group Leader/Secretary 2+ Members	979

Limitations on Payment of Special Responsibility Allowances:

* For the avoidance of doubt the relevant per meeting Special Responsibility Allowance for Chairman shall be payable to the Member chairing the meeting.

**Any Licensing Committee Member who is Chairman of a Licensing Sub-Committee is eligible to receive the Special Responsibility Allowance regardless of their role on the Licensing Committee itself.

2. OTHER ALLOWANCES

Members may make claims for the following expenditure:

2.1. Travelling

The use of a Member's car, motorcycle or bicycle for approved duties will be paid at the same rate as the officers, i.e. the rate published from time to time by HM Revenue and Customs: www.hmrc.gov.uk/rates/travel.htm. The agreed rates as of March 2019 are as follows:

Cars and vans	45p per mile
Motor cycles	24p per mile
Bicycles	20p per mile

The shortest route must be taken. Mileage must be rounded to the nearest whole number.

In respect of long distance journeys, Members should claim standard second class rail travel fare where this is less than the equivalent mileage claim.

In cases of emergency where a Member's car is not available and there is no reasonable public transport a Member may travel by taxi. The amount of the actual fare and any reasonable gratuity paid may be claimed.

Members are asked to share cars when more than one Member is attending the same event.

Members should ensure that their vehicle insurance policy covers use for business purposes.

Claim forms should clearly state the:

- vehicle registration number;
- start point and destination for the journey;
- reason for the journey, ensuring this is within the approved duties listed above; and,
- number of miles claimed at the appropriate rate.

2.2. Public Transport

- Members should use the Council's Oyster card when travelling by train into London. This can be obtained from Democratic Services and should be returned after use.
- Train fares for approved duties will be paid at standard second class rate on production of a receipt/ticket.
- Bus fares for approved duties will be paid on production of a receipt/ticket.
- Approved taxi fares will be paid on production of a receipt.

Mileage/travel claims submitted by Members will be checked by Democratic Services against the guidelines and authorised for payment by the Chief Executive or his deputy. If any claims are refused or amended, Members will be advised by email of the reason.

Travel payments are not taxable.

2.3. Subsistence

Members incurring additional expense in the course of carrying out approved duties in respect of meals or overnight accommodation will be reimbursed approved expenses subject to evidence of expenditure being produced. The agreed rates are as below:

Subsistence allowances	Breakfast	£7.24
	Lunch	£9.99
	Tea	£3.97
	Evening Meal	£12.36
Out of pocket expenses	Per Night	£5.00
	Per Week	£20.00
Overnight expenses	Per Night	Reasonable hotel expenses

Any meals provided free of charge by the Council or any other body cannot be claimed.

Claim forms should:

- show details of the claim, e.g. lunch purchased at meeting - £9.99.
- include a receipt for the amount claimed.

Subsistence payments are not taxable.

2.4. Dependent Carers' Allowance

A Dependent Carers' Allowance will be payable where members have responsibility for the care of a young, elderly or disabled dependant and need to engage the services of an alternative carer in order to discharge any of the approved duties defined in part 3.

The maximum rate at which dependent care may be claimed is:

£8.21*	per hour for child care
	*National Living Wage to be linked to changes at national level (£8.21 as of 1 April 2019 for an over 25)
£17.00	per hour for adult/elderly/disabled dependent care

Payment is subject to the production of proof of expenditure and an overall limit of £2,250 in the financial year to which this Scheme relates.

Payment would not normally be made where dependent care is, or can be, provided by a member of the claimant's household.

Claim forms should:

- show details of the claim e.g. babysitting x hours @ £8.21 per hour
- include a receipt for the amount claimed.

Payment of Dependent Carers' Allowance is taxable.

2.5 ICO Registration fee

A claim can be made by Members to cover the cost of registering with the Information Commissioners Office (ICO) as a data controller. Members should refer to the relevant guidance issued.

3. APPROVED DUTIES

Travelling and Subsistence Allowances will be payable at the rates paid to officers of the Council in connection with the following duties (known as "approved duties"):

1. Attendance at a meeting of the Council;
2. Attendance at a meeting of a committee or sub-committee of the Council;
3. Attendance at a meeting of a joint committee or joint sub-committee of the Council;
4. Attendance by the Chairman and/or Vice Chairman of the Council and the Party Group Leaders at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the Council;
5. Attendance by the Chairman and/or Vice Chairman of a committee or sub-committee of the Council at a meeting with officers of the Council held for the purpose of briefing the Chairman and/or Vice Chairman on the agenda and reports to be presented to a forthcoming meeting of the committee or sub-committee, as the case may be;
6. Attendance at a meeting of the Cabinet;
7. Attendance at a meeting of a committee or sub-committee of the Cabinet;
8. Attendance at a meeting of a joint committee or joint sub-committee of the Cabinet;
9. Attendance by members of the Cabinet at a pre-arranged meeting with officers of the Council held for the purpose of briefing the Cabinet on the agenda and reports to be presented to a forthcoming meeting of the Cabinet;
10. Attendance by members of the Cabinet at pre-arranged informal meetings of the Cabinet held for the purpose of, or in connection with, the discharge of any function of the Cabinet or a committee or sub-committee of the Cabinet;
11. Attendance at pre-arranged formal meetings called by an officer;
12. Attendance as a member of the Planning Committee at formal or informal site visits;

13. Attendance at seminars and training events approved by the Council or the Cabinet or by a committee or sub-committee of the Council or the Cabinet Provided that attendance at external conferences and training events shall also be authorised by the Chief Executive;
14. Attendance at pre-arranged meetings with Management Team held for the purpose of, or in connection with, the discharge of any function of the Council or the Cabinet or of a committee or sub-committee of the Council or the Cabinet;
15. Attendance at a meeting of a body to which the Council or the Cabinet makes appointments or nominations;
16. Attendance at a meeting of a committee or sub-committee of a body to which the Council or the Cabinet make appointments or nominations;
17. Attendance as a district councillor at meetings of the Town or Parish Council(s) active in the Councillor's ward;
18. Attendance as a district councillor at meetings of the Neighbourhood Action Groups (NAG) and Local Area Forums;
19. Attendance at a meeting of a local authority association of which the Council is a member;
20. Attendance at any other meeting the holding of which has been authorised by the Council or the Cabinet or by a committee or sub-committees of the Council or the Cabinet, or by a joint committee or joint sub-committee of the Council or the Cabinet and to which representatives of more than one political group have been invited;
21. Duties undertaken on behalf of the Council in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
22. Duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
23. Duties undertaken on behalf of the Council in connection with witnessing the common seal of the Council or the signing of any legal contractual, regulatory or consultative document that a member is authorised or empowered to sign;

24. Duties undertaken on behalf of the Council in connection with the preparation for and conduct of a local inquiry at which a member will give evidence on behalf of the Council.

The following are **not approved duties** in respect of claims for travel, subsistence or dependent carers' allowance:

1. Attendance at the Council Offices for discussions with Members or Officers as part of the normal working day – unless pre-arranged with officers.
2. Attendance at conferences or meetings not approved by Committee or the Chief Executive.
3. Attendance at training courses not approved by Committee or the Chief Executive.
4. Attendance at Group meetings.

5. FORGOING / DONATING ALLOWANCES

Any member shall be entitled to forgo entitlement to any or part of his or her allowances by giving notice in writing to the Chief Executive.

Any member wishing to donate all or part of their allowances to charity shall be eligible to sign up to the Give as You Earn Scheme which will be operated in the same way as the staff scheme.

6. DURATION OF SCHEME

This Scheme will take effect on 1 April 2019 and continue in force to 31 March 2020.

7. REVIEW OF SCHEME

The scheme was last reviewed by the Independent Review of Members Allowances Panel in February 2018. Their recommendations cover the period to 31 March 2020. Any amendments to this Scheme must be made having regard to the recommendations of the Independent Review of Members Allowances Panel and in accordance with Regulation 10 of The Local Authorities (Members' Allowances) (England) Regulations 2003.

8. CLAIMS AND PAYMENT

The Basic Allowance and the annual Special Responsibility Allowances (SRAs) are payable pro-rata in equal monthly instalments over the Scheme year via the Council's payroll system. The per meeting SRAs are payable the month following the meeting. Payment of the Basic Allowance and SRAs will be made

automatically, unless a Member indicates that they wish to forgo their allowances. The Council shall be entitled to make such deductions at source in respect of income tax, national insurance and other matters as it is authorised or required to do by order of HM Revenues and Customs or an English Court.

9. ADMINISTRATION OF SCHEME

The administration of this Scheme shall be the responsibility of the Chief Executive.

In consultation with the Head of Finance, the Chief Executive shall be entitled to introduce such guidance notes and forms and impose such requirements for making and proving claims for travelling and subsistence and dependant carers' allowances as are reasonably necessary for the efficient administration of the Scheme and for the internal and external audit of claims.

When a Member is elected he/she will be provided with a *Member Commencing Form* for completion and return to Finance. This includes details of the Member's bank / building society in order for monthly expenses to be paid. All Members are required to supply their date of birth on the form. Members over pension age (60 for women and 65 for men), are also asked to supply a photocopy birth certificate or other proof of age. This will ensure that National Insurance contributions are not deducted from allowances.

Allowances will be paid automatically on the 15th of each month unless a Member requests the Council on the *Member Commencing Form* not to pay allowances or to pay at a reduced amount.

9.1 Member Claim Form

Claims for allowances should be made using the appropriate form. This is available from: www.chiltern.gov.uk/councillors

Forms should be submitted to Democratic Services via email to: democraticservices@chiltern.gov.uk or via a paper form.

9.2 Claim Deadline

Claim form deadline	Payment made
27 February	15 March
27 March	15 April
27 April	15 May
27 May	15 June
27 June	15 July
27 July	15 August
27 August	15 September
27 September	15 October
27 October	15 November
27 November	15 December
27 December	15 January
27 January	15 February

- Claims more than three months old will not be met.
- No claims will be met if submitted after the end of the financial year.

If Members have any queries regarding claims for allowances, they can contact Democratic Services:

democraticservices@chilternandsouthbucks.gov.uk

01895 837236