

**BUCKINGHAMSHIRE COUNCIL  
SCHEME OF ALLOWANCES**

**1. The 'Interim' Period – 1 April 2020 to 11 May 2020**

	<b>Amount (£)</b>
<b>Basic Allowance:</b> (paid to all members)	£360
<b>Special Responsibility Allowances:</b>	
Shadow Executive Members	£600
Substitute Shadow Executive Members	£300
Chairman of the Shadow Authority	£300
Vice-Chairman of the Shadow Authority	£150

- (a) Travel and subsistence be paid to members in line with the HMRC Mileage Allowance Payments for undertaking official business during the Interim Period in line with the scheme for the period 11 May 2020 to 31 March 2021.
- (b) A dependant carers' allowance be paid to members in line with the scheme for the period 11 May 2020 to 31 March 2021.

**2. Recommended allowances for the period 11 May 2020 to 31 March 2021.**

2.1

<b>Post holder</b>	<b>Amount (£)</b>
<b>Basic Allowance</b> (all Members)	13,000
Leader	45,000
Deputy Leader(s)	30,000
Cabinet Members	23,000
Deputy Cabinet Members	8,000
Chairman of the Council	14,000
Vice-Chairman of the Council	4,000
Chairman of Strategic Planning Committee	8,000
Chairman of Area Planning Committees	6,000
Chairman of Licensing Committee	4,000

Chairman of Scrutiny Committees	8,000
Chairman of Audit & Governance Committee	8,000
Chairman of Standards and General Purposes Committee	8,000
Chairman of Pension Fund Committee*	nil
Chairman of Pay and Senior Appointments Committee*	nil
Chairman of High Wycombe Town Committee (if required)	3,420
Chairman of a Community Board (16)	1,000
<b>Party Group Leader</b>	17,000 to be split proportionally dependent upon group size  (Group Leader SRA = £17,000 divide by 147 x number of group members)

\*these roles will be Cabinet Member responsibilities

#### **Limitations on Payment of Special Responsibility Allowances:**

- 2.2 Members may not receive more than one SRA, and where a Member occupies multiple roles with an SRA the Member shall be entitled to receive the higher SRA from the roles they hold.
- 2.3 Allowances shall be adjusted annually by an amount equivalent to the officers' annual pay award. Adjustment to the Scheme of allowances by indexation is limited to a maximum period of four years, however members may request the Independent Remuneration Panel to review allowances at an earlier time.

### **3. Other Allowances**

Members may make claims for the following expenditure when undertaking official Council business. The approved duties are the categories contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 shown in part 5.

### 3.1. Travelling

Sustainable modes of transport are encouraged where possible. The use of a Member's car, motorcycle or bicycle for approved duties (see part 5 for list of 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](http://www.hmrc.gov.uk/rates/travel.htm). The agreed rates as of January 2020 are as follows, including electric and hybrid models:

Cars and vans*	45p per mile
Motor cycles*	24p per mile
Bicycles (includes ebikes)	20p per mile

\* includes electrically powered vehicles

### 3.2. Public Transport

- Train fares for approved duties to be paid at standard fare on production of a receipt/ticket.
- Bus fares for approved duties to be paid on production of a receipt/ticket.
- Approved taxi fares to be paid on production of a receipt.

### 3.3. Subsistence

<b>Subsistence allowances</b>	Breakfast (more than 4 hours away before 11am)	£6.50
	Lunch (business journeys entailing working away from normal place of work between 12 and 2pm)	£9
	Dinner (can be claimed when required to work outside of usual rostered requirements and away from usual place of work after 8.30pm)	£11.50
<b>Overnight expenses</b>	Per night when staying away from usual place of residence	Reasonable overnight rate.

### 3.4. Dependent Carers' Allowance

The maximum rates 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)

Actual cost per hour for adult/elderly/disabled dependent care, to be paid at the discretion of the Monitoring Officer.

### **3.5. Co-opted and Independent Members' allowance**

An allowance is not to be payable to co-opted and independent members.

### **4. Forgoing / Donating Allowances**

Where a member ceases to be a member of Buckinghamshire Council, or ceases to occupy a role attracting an SRA, that the member only receives pro-rata payment for the period that they are entitled to receive an allowance. The authority may require that such part of any allowance as relates to any such period be repaid to the authority where an overpayment is made.

### **5. Approved Duties**

Members may make claims for travel, subsistence and dependant carers' allowance when undertaking official Council business in line with the approved duties categories contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 set out below:

- (a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that:
  - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
  - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (f) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;

- (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and
- (h) the carrying out of any other duty approved by 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 committees or sub-committees.

The law prevents payment for:

- Members' surgeries
- Political activities
- School Governor meetings (Section 58 of the Education (No. 2) Act 1986)

## **6. Performance, accountability and transparency**

Attendance records for Members at Full Council, Committee meetings and Scrutiny committees will be published on the website.

Members will have the opportunity to publish a periodic statement of activities on their individual councillor web page.

Role profiles to make it clear both to the Members and electors what is expected will be included within the Constitution.