



# **SOUTH NORTHAMPTONSHIRE COUNCIL**

## **Part 14 – Members’ Allowance Scheme**

## **MEMBERS' ALLOWANCE SCHEME**

South Northamptonshire Council ("the Council") in exercise of the powers conferred upon it by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme.

1. This scheme may be cited as the South Northamptonshire Council Members' Allowance Scheme and shall have effect from 1 June 2005 until such time as a new or amended Scheme is approved.

2. In this scheme,

"Member" shall mean a Member of the Council who is a Councillor.

"year" shall mean the 12 month period ending on 31 May

### Basic Allowance

3. Subject to paragraph 6 below, for the year each Member shall be paid a basic allowance of £4,250.

### Special Responsibility Allowances

4.1 For the year a special responsibility allowance shall be paid to those Members who hold the special responsibilities specified the Schedule to this Scheme.

4.2 Subject to paragraph 6 below the amount of each such special responsibility allowance shall be the amount specified against that special responsibility in the said Schedule.

4.3 With the exception of the special responsibility allowances marked with an asterisk in the said Schedule (which shall if applicable be payable cumulatively), where a Member undertakes more than one special

responsibility he or she shall only be entitled to the highest relevant special responsibility allowance indicated.

### Renunciation

5. A Member may by notice in writing to the Council's Head of Corporate Support elect to forego all or any part of his or her entitlement to an allowance under this Scheme. Unless such a notice is given a Member shall automatically receive the allowances to which he or she is entitled.

### 6. Part Year Entitlements

- 6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Member to basic and special responsibility allowances where, in the course of the year, this Scheme is amended or where that Member becomes, or ceases to be, a Member, or accepts or relinquishes a special responsibility.

- 6.2 If an amendment to this Scheme changes the amount to which a Member is entitled by way of basic and/or special responsibility allowance, then in relation to each of the periods beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, the entitlement shall be to the part payment of the allowance during the relevant period in the same proportion as the number of days in the period bears to the number of days in the year.

- 6.3 Where the term of office of a Member begins or ends other than at the beginning or end of the year, entitlement to basic and or special responsibility allowance shall be to payment in the same proportion as the number of days during which his or her term of office subsists bears to the number of days in the year.

- 6.4 Where a Member has during part of, but not throughout, the year such special responsibilities as entitle him or her to a special responsibility allowance, that Member's entitlement shall be to payment of such part of that allowance in the

same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in the year.

## 7. Travel and Subsistence Allowances

7.1 A Member shall be entitled to receive travel allowance for the use of a car for attending approved duties at the appropriate rate per mile as applies to Council Officers who are casual users, such allowance normally to comprise the appropriate amount per mile for travelling from and to the Members' home or place of work to and from the venue of the relevant approved duty. The rate per mile for use of a motor-cycle shall be twenty pence, and for use of a pedal cycle five pence. Where public transport is available and utilised the Member is entitled to claim by way of travel allowance the cost of using that public transport.

7.2 Where a Member is unable to drive he or she will be reimbursed reasonable taxi fares if such means of transport is the only method reasonably available to the Member.

7.3 A Member shall be entitled to claim subsistence allowances up to the maximum rates per relevant meal as apply to Council Officers for occasions when he or she is away from home attending an approved duty at normal meal times. Subsistence allowance will not be paid where a meal is provided for the Member concerned by the Council or other body concerned.

7.4 Reimbursement of public transport fares, meal costs and any incidental travel costs such as parking fees and toll charges to Members shall only be made on production of a receipt proving that the relevant expenditure was incurred. Where VAT is incurred a VAT receipt is required.

## 8. Co-opted Members

8.1 Persons who are co-opted to membership of any of the Council's Committees shall be entitled to receive an annual allowance of £515.

9. Overnight Accommodation Expenses

9.1 Members who are absent from home overnight because of attending an approved duty shall be entitled to be reimbursed all reasonable overnight accommodation charges subject to the Chief Executive being satisfied that the amount claimed is reasonable given all the circumstances.

9.2 Reimbursement of overnight accommodation expenses shall only be made on production of a VAT receipt proving that the relevant expenditure was incurred.

10. Childcare and Dependent Carer Allowance

10.1 Where a Member incurs direct expense in arranging for childcare or the care of a dependent relative when attending an approved duty he or she shall be entitled to be reimbursed for that expense subject to the reimbursement being at no more than the Local Government Association recommended rate as published from time to time.

10.2 Reimbursement of childcare or dependent carer costs to Members shall only be made on production of a receipt proving that the relevant expenditure was incurred. When VAT is incurred a VAT receipt is required.

11. Claims and Payments

11.1 A claim for travel and/or subsistence allowances and/or childcare/dependent carer allowances shall be made on the Council's approved form. All requested details on the form shall be completed or the claim will be invalid.

11.2 Claims for such allowances shall only be validly made if lodged with the Council's Head of Corporate Support within two calendar months of the date of the relevant approved duty. In the absence of exceptional circumstances (such as the serious illness of the Member) claims made after this time will not

be paid. Payment in a particular month will only take place if a valid claim is made by the end of the fifth working day of that month.

11.3 Subject to paragraph 6 above and to paragraphs 11.5 and 11.6 below all basic and special responsibility allowance shall be paid into the Member's nominated bank account in instalments of one twelfth on the 25th day (or if not a working day on the previous last working day) of each month.

11.4 All travel and subsistence and/or childcare/dependent carer allowance payments shall be paid as soon as is practicable after receipt of the valid claim on the 25th day (or if not a working day on the previous last working day) of a month.

11.5 The Special Responsibility Allowance for Members of the Development Control Committee shall be paid in arrears at or towards the end of the year and shall only be payable to those Members attending (whether as standing Member or Substitute) a minimum of 75% of the meetings of the Development Control Committee in the year.

11.6 Allowances due to co-opted Members will be paid in arrears at such frequencies as the Head of Finance reasonably determines.

## 12. Indexation

12.1 With the exception of those allowances which are payable in relation to the equivalent rate for Council Officers, all allowance rates referred to herein shall increase on 1 June in each year by such amount as reflects the published increase in the Retail Prices Index (All Items) for the preceding September.

## 13. Withholding of Allowances

13. In the event that a Member is suspended or partially suspended from office by either the Standards Board for England or the Council's Standards Committee, all allowances due to the Member under this Scheme during the period of

suspension shall be withheld permanently from the Member concerned. Any such allowances that have already been paid to the Member shall be repayable to the Council.

14. Local Government Pension Scheme

14. Any Member of the Council may elect, on written notice to the Head of Finance, to superannuate all or any of the basic and, if applicable, special responsibility allowance payments that are made to him or her with effect from a selected date. The rules of the Local Government Pension Scheme Regulations 1997 (and any statutory re-enactment thereof for the time being in force) shall apply in such cases.

## SCHEDULE

### **SPECIAL RESPONSIBILITY ALLOWANCES**

<u>Special Responsibility</u>	<u>£pa</u>
Council Leader	16,358.00
Deputy Leader	8,178.00
Cabinet Member	5,452.00
Minority Group Leader (payable only if Group comprises 5 Members or more)	1,635.00
Development Control Committee Chairman	3,271.00
Review and Development Committee Chairmen	3,271.00
Development Control Committee Vice-Chairman	1,635.00
Standards Committee Chairman	1,635.00
Licensing Committee Chairman	1,200.00
Review and Development Committee Vice-Chairmen	599.00
Development Control Committee Members	599.00*
Membership of an ad hoc body approved by full Council for special responsibility allowance purposes	599.00*