

- 2.6 This report sets out the areas considered by the Panel along with its recommendations. A table summarising the Panel’s recommendations is attached at Appendix A. The proposed revised Members’ Allowances Scheme and Schedule is set out at Appendix B and a copy of the current Scheme and Schedule is set out at Appendix C.
- 2.7 The Panel wish to thank those Members and officers who have contributed to the review by meeting with them to discuss, or submitting in writing, their observations regarding the Members ‘Allowances Scheme.

3. REQUIREMENTS OF THE PANEL’S REVIEW

- 3.1 The Panel is required to make recommendations on the following aspects of the Members’ Allowances Scheme, in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003:
- The level of basic allowance.
 - Special Responsibility Allowances and the amounts payable.
 - The level of co-optees’ (or non-councillor) allowance.
 - Whether the scheme should include a dependants allowance and the level of that allowance.
 - Duties for which travelling and subsistence allowances can be paid and the amounts.
 - Whether allowances should be backdated to the start of the financial year.
 - The nature of any indexing and for how long this should apply.
- 3.2 The proposed changes to Members’ Basic Allowance and Special Responsibility Allowances are detailed at Appendix B. The Panel recommends that any changes to the scheme be applied with effect from 16 May 2019.

PANEL RECOMMENDATIONS

4. Basic Allowance including IT Allowance

Recommendation 1	That the amount of Basic Allowance including the IT allowance be maintained and indexation applied at the National Joint Council for Local Government Services (NJC) officers’ national pay award from April 2020.
-------------------------	---

- 4.1 In recognising the voluntary nature of the councillor’s role the Panel was mindful that the basic allowance should provide reasonable recompense for the time and effort taken in undertaking their duties. The Panel believed the basic allowance should not be set at a level that discouraged individuals from putting themselves forward as councillors but also recognised the voluntary nature of the role. Whilst recognising that personal circumstances and the wards served may vary from councillor to councillor, the Panel acknowledged that it was required to propose a basic allowance that was applicable to all councillors.
- 4.2 In comparing the allowances paid by East Riding of Yorkshire Council with those paid in a number of other local unitary authorities (regionally and nationally), the Panel considered the allowances currently paid were reasonable.

4.3 It is recommended that the IT allowances, initial and maintenance, be maintained as currently set out in the Scheme at Appendix C and indexation applied at the NJC officers' national pay award from April 2020. The Panel was keen to ensure that councillors were encouraged to use IT wherever possible to support them in their role as a councillor.

5. Special Responsibility Allowances

5.1.1 The Panel agreed that the Members' basic allowance (as recommended by the Panel) should be used as the baseline for determining Special Responsibility Allowances for the Leader of the Council, Deputy Leader of the Council, Leader of the Main Opposition Group, Cabinet Members, Chairmen and Vice Chairmen and Group Allowances. The majority of the Special Responsibility Allowances have been calculated to reflect the allowances within the current scheme. Any exceptions to this have been detailed below.

5.1.2 The Panel recommends that a councillor should only receive one Special Responsibility Allowance (which would be the higher amount) and that indexation be applied in line with the NJC officers' national pay award from April 2020.

5.1.3 The recommended revised Special Responsibility Allowances are detailed at Appendix B and a summary of the Panel's proposals are detailed below.

5.2 Special Responsibility Allowance - The Leader of the Council

Recommendation 2	That the Special Responsibility Allowance relating to the Leader of the Council be amended to reflect a multiple of 3.22 of the Basic Allowance.
-------------------------	---

5.2.1 The Panel reviewed the level of the allowance paid to the Leader of the Council and felt the level of the allowance paid should be maintained to reflect the significant responsibilities of the role, the time commitment required, its importance in relation to the smooth running of the Council and the requirement for the Leader to have an overview of all Council functions and decision making.

5.3 Special Responsibility Allowance – The Deputy Leader of the Council

Recommendation 3	That the Special Responsibility Allowance relating to the Deputy Leader of the Council be reduced to reflect a multiple of 1.61 of the Basic Allowance.
-------------------------	--

5.3.1 Careful consideration was given to the level of allowance paid to the Deputy Leader of the Council. Having considered all the evidence presented, the Panel was minded to recommend reducing the level of this allowance.

5.4 Special Responsibility Allowance – Cabinet Members

Recommendation 4	That the Special Responsibility Allowance relating to Cabinet Members be amended to reflect a multiple of 1.3 of the Basic Allowance.
-------------------------	--

5.4.1 The Panel reviewed the role of Cabinet Members and felt that the current level of allowance paid was a fair reflection of the time commitment and responsibilities of the role. As such the Panel was minded to recommend an allowance which was in line with the current amount paid.

5.5 Special Responsibility Allowance – Leader of the Main Opposition Group

Recommendation 5	That the Special Responsibility Allowance relating to the Leader of the Opposition Group be increased to 0.6 of the Basic Allowance.
-------------------------	---

5.5.1 The Panel considered the role and allowance paid to the Leader of the Main Opposition Group and recognised the importance of this role in holding the Executive to account and having an oversight of the decisions being taken across the Council. The Panel therefore felt this allowance should be increased to reflect the role and status which the Panel felt the Leader of the Main Opposition Group should have in a well-functioning council.

5.6 Special Responsibility Allowance – Chairmen of Overview and Scrutiny Committee and Sub-Committees, Planning Committee and Review Panels

Recommendation 6	That the Special Responsibility Allowance relating to the Chairmen of Overview and Scrutiny Committee and Sub-Committees, Planning Committee and Review Panels be amended to reflect a multiple of 0.86 of the Basic Allowance.
-------------------------	--

5.6.1 The Panel reviewed the allowances paid to the Chairmen of the Overview and Scrutiny Committee and Sub-Committees, Planning Committee and Review Panels and considered that the level of this allowance should be maintained in line with the current allowance paid. Panel Members acknowledged the responsibilities associated with the role of Chairman of the Planning Committee including chairing the meetings which were held on a regular basis, were public facing and often involved consideration of controversial items. The important role played by Overview and Scrutiny and Review Panel Chairmen within a well-functioning authority was also recognised by the Panel, including advising on policy formation and holding the Cabinet to account in relation to specific issues and policy decisions.

5.7 Special Responsibility Allowance – Chairmen of Area Planning Committees

Recommendation 7	That the Special Responsibility Allowance relating to the Chairmen of Area Planning Committees be increased to reflect a multiple of 0.5 of the Basic Allowance.
-------------------------	---

5.7.1 The Panel considered that the level of the allowance should be increased to reflect the responsibility of the role and the number of meetings required to attend, which as in the case of the Planning Committee, are public facing and often include items of a controversial nature.

5.8 Special Responsibility Allowance – Chairmen of Licensing, Licensing Act 2003, Pensions and Audit Committees

Recommendation 8	That the Special Responsibility Allowance relating to the Chairmen of Licensing, Licensing Act 2003, Pensions and Audit Committees be amended to reflect 0.33 of the Basic Allowance.
-------------------------	--

5.8.1 Following consideration of this allowance, the Panel was minded to recommend that the level of the allowance be maintained in line with the existing allowance paid. The Panel felt the allowance reflected the responsibilities associated with the roles.

5.9 Special Responsibility Allowance – Vice Chairmen of Overview and Scrutiny Committee and Sub-Committees and Planning Committee

Recommendation 9	That the Special Responsibility Allowance relating to the Vice Chairmen of Overview and Scrutiny Committee and Sub-Committees and Planning Committee be amended to reflect 0.21 of the Basic Allowance.
-------------------------	--

5.9.1 The Panel felt the level of this allowance fairly reflected the responsibilities of the roles and felt it should be maintained in line with the existing allowance paid.

5.9.2 The Panel reviewed whether allowances should be paid to Vice Chairmen of other committees but concluded that the current arrangements should be maintained, especially in light of the budget pressures facing the Council.

5.10 Special Responsibility Allowance – Staff Terms and Conditions Committee

Recommendation 10	That the Special Responsibility Allowance for the Chairman of the Staff Terms and Conditions Committee be removed from the Members' Allowances Scheme.
--------------------------	---

5.10.1 In considering the representations received, the Panel concluded that the allowance for the Chairman of the Staff Terms and Conditions Committee should be removed from the Members' Allowances Scheme in light of the infrequency of meetings of this Committee.

5.11 Group Officer Allowances

Recommendation 11	(a) That the Group Officer Supplements be included as part of the Special Responsibility Allowances element of the Scheme and be renamed Group Officer Allowances. (b) That the overall Special Responsibility Allowance budget relating to Group Officer Allowances be amended to reflect a multiple of 1.5 of the Basic Allowance.
--------------------------	---

	<p>(c) That the Group Officer Allowance be paid where there are six or more councillors in a group, as per the existing Members' Allowance Scheme.</p> <p>(d) That the Group Officer Allowance be paid to the Group Secretary of the Majority Group, Secretary of the Main Opposition Group and Group Leader and/or Group Secretary of an Opposition Group, the allocation of monies be determined by the Group.</p>
--	--

5.11.1 The Panel considered representations made in relation to Group Officer Supplements. Following due consideration, the Panel agreed that it was appropriate to continue to include a Group Officer Allowance but that they should only be paid to a Group Leader and/or Group Secretary, and where there were six or more councillors in a group, as per the existing Members' Allowance Scheme. The Panel concluded that both roles were instrumental in supporting the smooth running of the Authority and the democratic process. The Panel was keen to ensure that the allowances allocated were relative to the number of councillors in a group, as this would reflect the volume of work undertaken.

5.11.2 The Panel recommended that the budget for Group Officer Allowances be calculated to reflect a multiple of 1.5 of the Basic Allowance (which is a modest reduction in comparison with the amount currently paid to groups as per the existing Members' Allowances Scheme). The proposed calculation is:

$$£11,732 \times 1.5 = £17,598 \div 67 \times \text{number of members in a group}$$

5.11.3 As the Leader and Deputy of the Council and Leader of the Main Opposition Group will receive a Special Responsibility Allowance as part of the proposed scheme, the Group Secretary of the Majority Group will receive the full allowance. The allowance will also be paid to the Group Leader and/or Group Secretary of an Opposition Group, the allocation of monies to be determined by each individual Group.

5.12 Allocation of Special Responsibility Allowances

Recommendation 12	That a councillor continues to only receive one Special Responsibility Allowance (which would be the higher amount), as per the current Members' Allowances Scheme.
--------------------------	--

5.12.1 The Panel supported the approach taken within the existing Members' Allowances Scheme and recommended that a councillor should only receive one Special Responsibility Allowance, which would be the higher amount.

6. Co-optees Allowance

Recommendation 13	That allowances for co-optees be maintained at £49.00 per meeting and the £82.00 for attending meetings over four hours be removed.
--------------------------	--

- 6.1 The current Scheme incorporated a co-optee' allowance for attending meetings of up to four hours duration and in excess of four hours. Allowances are not payable however whereby a co-optee is given time off from his or her employer without any loss of earnings. The Panel recognised that the two allowances currently paid reflected that co-optees could be absent from work for either half a day or a full day.
- 6.2 The Panel acknowledged the important role played by co-optees but considered that the allowances paid by the Council were generous compared to those of other unitary authorities and therefore felt that the £82.00 for meetings of over four hours should be removed. The Panel was keen to ensure that this element was reviewed again in the future, if the changes had a negative impact on recruiting co-optees.

7. Dependent Carers' Allowances (per hour)

Recommendation 14	That allowances for Dependent Carers' Allowances (childcare and dependent carers') be amended so that the same amount paid for both elements, is in line with the national minimum wage.
--------------------------	---

- 7.1 The current Scheme provided for a childcare and dependent care allowance to be paid towards the cost incurred by qualifying councillors on receipt of paid invoices. The amounts payable within the existing Scheme compared favourably with those of other local unitary authorities. It was noted that no allowance had been claimed over the last year for either allowance, however the Panel felt it was important to retain the allowances within the Council's Scheme so as not to discourage or preclude candidates from standing for local elections in the future.
- 7.2 Panel Members felt that the same amount per hour should be paid for both the allowances, in line with the approach taken by other local authorities. Therefore it was agreed that the amount should be increased in line with the national minimum wage going forward (£8.21 as at 1 April 2019).

8. Travelling and Subsistence Allowances

Recommendation 15	<p>That the current arrangements within the Scheme for travelling and subsistence be amended as follows:</p> <ul style="list-style-type: none"> • Mileage rates – 45p up to 10,000 and 25p for additional miles thereafter be applied to all car users • Bicycle rate - increase to 20p per mile • Business user allowance - to be removed • Availability of the Assisted Car Purchase Scheme - to be removed • Criteria 5(f) shown in the Members' Allowances Scheme of the approved duties at Appendix C be amended to read "Pre-arranged inter-political group meetings, with officers present, to which at least two groups are invited. (These meetings to be called by officers, 'after consultation and agreement of the groups,' to
--------------------------	--

	<p>take place on Council premises, to have specific topics and attendance to be authenticated by an appropriate signed document).”</p> <ul style="list-style-type: none"> • Subsistence allowance rates be maintained but only paid for duties carried out by Members outside the East Riding of Yorkshire.
--	--

- 8.1 The Panel noted that the Scheme may provide for the payment to Members for an allowance in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or by any non-motorised form of transport, undertaken in connection with or relating to such duties as are specified in the Scheme.
- 8.2 The mileage rates payable are the same as for officers, 45p per mile and the current bicycle rate 10 per mile. The Panel considered the travel rates paid by other authorities, most of which paid the same as the officer rate as set by Her Majesty’s Revenue and Customs (HMRC) and recommended that this should continue but that the bicycle rate should also be set in line with HMRC rates, therefore be increased from 10p to 20p per mile.
- 8.3 Consideration was given to the business user allowance currently payable under the Scheme, which was £963 per annum whereby a member exceeds 5,000 miles a year on Council business. Panel Members felt that as only two councillors had claimed this allowance over the last year it should be removed from the Scheme and mileage only paid at the 45p per mile up to 10,000 and 25p per mile for additional miles thereafter. This was in line with mileage payments made by other local authorities.
- 8.4 The Panel agreed that as no councillor had applied for the assisted car purchase scheme over the last year and only one councillor had applied over the last eight years, this element of the Scheme should be removed.
- 8.5 In relation to subsistence allowances, the Panel noted that the amounts paid compared generously with other local authorities and also noted that many other authorities only paid for subsistence when members were undertaking duties outside the local authority area. It was therefore recommended that the Scheme should be amended to reflect this approach and provide for subsistence allowances to only be claimed by councillors when undertaking duties outside of the East Riding of Yorkshire. The Panel was satisfied with the existing rates and felt these should be maintained and that indexation should be applied at the NJC Officers’ national pay award from April 2020.

9. Members’ Allowance Scheme – Effective Date of Proposed Changes

Recommendation 16	That the proposed changes be effective from 16 May 2019 and the revised Scheme revoke all previous Schemes on that date.
--------------------------	---

- 9.1 The Panel recommended that the revised scheme incorporating its recommendations come into effect from the Council’s Annual Meeting on 16 May 2019.

10. Indexation - The nature of any indexing and for how long this should apply

Recommendation 17	<p>That the index for determining annual increases in Members' allowances be as follows:</p> <ul style="list-style-type: none">• Basic and IT Allowances – in line with NJC officers' national pay award• Special Responsibility Allowances – in line with NJC officers' national pay award• Co-optees Allowance – in line with NJC officers' national pay award• Dependent Carer' Allowance – in line with national minimum/living wage• Travel Allowances including bicycle rate – in line with HMRC rate• Subsistence – in line with NJC officers' national pay award <p><i>NB - the NJC pay award for Local Government employees for the period 2019 to 2023.</i></p>
--------------------------	--

10.1 The Panel has maintained the general principle established by previous panels that any proposed increase should reflect current increases (or decreases) in public sector pay negotiations. Therefore it was proposed that the Members Allowance Scheme be index-linked to National Joint Council (NJC) pay award for Local Government employees, for the elements of the Scheme recommended above, with effect from the beginning of the financial year.

11. Conclusion

11.1 The Panel wishes to thank all Members and officers who contributed to the work of the Members' Allowances Panel in conducting the review. They hope that the Council can support the proposed revisions to the Members' Allowances Scheme and that the proposed changes can be achieved within existing budgets.

11.2 The Panel do however recognise that the political composition and structure of the Council may change after the local elections on 2 May 2019 and as such would be pleased to reconsider any elements of the proposed Scheme, as the Council may require.

Appendices

Appendix A – Summary of the Members' Allowances Panel Recommendations

Appendix B – Proposed Members' Allowances Scheme and Schedule

Appendix C – Current Members' Allowances Scheme and Schedule

Appendix A

Summary of the Members' Allowances Panel Recommendations

Recommendation 1	That the amount of Basic Allowance including the IT allowance be maintained and indexation applied at the NJC officers' national pay award from April 2020.
Recommendation 2	That the Special Responsibility Allowance relating to the Leader of the Council be amended to reflect a multiple of 3.22 of the Basic Allowance.
Recommendation 3	That the Special Responsibility Allowance relating to the Deputy Leader of the Council be reduced to reflect a multiple of 1.61 of the Basic Allowance.
Recommendation 4	That the Special Responsibility Allowance relating to Cabinet Members be amended to reflect a multiple of 1.3 of the Basic Allowance.
Recommendation 5	That the Special Responsibility Allowance relating to the Leader of the Opposition Group be increased to 0.6 of the Basic Allowance.
Recommendation 6	That the Special Responsibility Allowance relating to the Chairmen of Overview and Scrutiny Committee and Sub-Committees, Planning Committee and Review Panels be amended to reflect a multiple of 0.86 of the Basic Allowance.
Recommendation 7	That the Special Responsibility Allowance relating to the Chairmen of Area Planning Committees be increased to reflect a multiple of 0.5 of the Basic Allowance.
Recommendation 8	That the Special Responsibility Allowance relating to the Chairmen of Licensing, Licensing Act 2003, Pensions and Audit Committees be amended to reflect 0.33 of the Basic Allowance.
Recommendation 9	That the Special Responsibility Allowance relating to the Vice Chairmen of Overview and Scrutiny Committee and Sub-Committees and Planning Committee be amended to reflect 0.21 of the Basic Allowance.
Recommendation 10	That the Special Responsibility Allowance for the Chairman of the Staff Terms and Conditions Committee be removed from the Members' Allowances Scheme.

Recommendation 11	<p>(a) That the Group Officer Supplements be included as part of the Special Responsibility Allowances element of the Scheme and be renamed Group Officer Allowances.</p> <p>(b) That the overall Special Responsibility Allowance budget relating to a Group Officer Allowances be amended to reflect a multiple of 1.5 of the Basic Allowance.</p> <p>(c) That the Group Officer Allowance be paid where there are six or more councillors in a group, as per the existing Members' Allowance Scheme.</p> <p>(d) That the Group Officer Allowance be paid to the Group Secretary of the Majority Group, Secretary of the Main Opposition Group and Group Leader and/or Group Secretary of an Opposition Group, the allocation of monies be determined by the Group.</p>
Recommendation 12	That a councillor continues to only receive one Special Responsibility Allowance (which would be the higher amount), as per the current Members' Allowances Scheme.
Recommendation 13	That allowances for co-optees be maintained at £49.00 per meeting and the £82.00 for attending meetings over four hours be removed.
Recommendation 14	That allowances for Dependent Carers' Allowances (childcare and dependent carers) be amended so that the same amount paid for both elements, is in line with the national minimum wage.
Recommendation 15	<p>That the current arrangements within the Scheme for travelling and subsistence be amended as follows:</p> <ul style="list-style-type: none"> • Mileage rates – 45p up to 10,000 and 25p for additional miles thereafter be applied to all car users • Bicycle rate - increase to 20p per mile • Business user allowance - to be removed • Availability of the Assisted Car Purchase Scheme - to be removed • Criteria 5(f) shown in the Members' Allowances Scheme of the approved duties at Appendix C be amended to read "Pre-arranged inter-political group meetings, with officers present, to which at least two groups are invited. (These meetings to be called by officers, <i>'after consultation and agreement of the groups,'</i> to take place on Council premises, to have specific topics and attendance to be authenticated by an appropriate signed document)." • Subsistence allowance rates be maintained but only paid for duties carried out by Members outside the East Riding of Yorkshire.
Recommendation 16	That the proposed changes be effective from 16 May 2019 and the revised Scheme revoke all previous Schemes on that date.

Recommendation 17	<p>That the index for determining annual increases in Members' allowances be as follows:</p> <ul style="list-style-type: none">• Basic and IT Allowances – in line with NJC officers' national pay award• Special Responsibility Allowances – in line with NJC officers' national pay award• Co-optees Allowance – in line with NJC officers' national pay award• Dependent Carer' Allowance – in line with national minimum/living wage• Travel Allowances including bicycle rate – in line with HMRC rate• Subsistence – in line with NJC officers' national pay award <p><i>NB - the NJC pay award for Local Government employees for the period 2019 to 2023.</i></p>
--------------------------	--

- 6.5 In the event of any amendments to the Scheme, changes in Members' special responsibilities or terms of office which vary the basic and/or special responsibility allowances, the amounts payable are calculated pro rata to the number of days in the year ending 31 March.

7. Indexation

- 7.1 The basic, special responsibility, group officer allowances, co-optees and subsistence allowances are increased on 1 April each year in line with the NJC officers' national pay award. Mileage rates, including bicycle, are the same as the HMRC rate which are reviewed nationally each year.

PROPOSED MEMBERS' ALLOWANCES AT 16 MAY 2019

£

1.	Basic Allowance	
	(a) All Members (per annum)	11,732
	(b) IT Initial	384
	(c) IT Maintenance (per annum)	136
2.	Special Responsibility Allowances (per annum)	
	(a)	
	Leader of the Council and Leader of the Majority Group	37,777
	Deputy Leader of the Council and Deputy Leader of the Majority Group	18,888
	Other Cabinet Members	15,252
	Leader of the Main Opposition Group	7,039
	(b) Overview and Scrutiny, Overview Management Committee & Planning & Review Panels - Chairmen	10,089
	(c) Overview and Scrutiny, Overview Management Committee & Planning Committee Vice Chairmen	2,464
	(d) Area Planning Sub Committees Chairmen	5,866
	(e) Licensing, Licensing Act 2003, Pensions & Audit Committee Chairmen	3,871
3.	Group Officer Allowance (per annum)	

(f) Calculation for the Group Officer Allowance is shown below:

Basic Allowance 11,732 x 1.5 = £17,398 ÷ 67 (total number of elected members)
x number of members in a Group

To be paid where there are six or more councillors in a Group

The allowance for the Majority Group to be paid to the Group Secretary of the Majority Group.

The allowance for the Main Opposition Group to be paid to the Group Secretary of the Opposition Group.

The allowance to be paid to the Group Leader and/or Group Secretary of an Opposition Group, the allocation of monies be determined by the Group

THE EAST RIDING OF YORKSHIRE COUNCIL

CURRENT MEMBERS' ALLOWANCES SCHEME

1. Basic Allowance

- 1.1 A basic allowance is payable to each Member as per Schedule 1.
- 1.2 Information technology allowances are payable as per Schedule 1 towards the costs incurred by Members on receipt of itemised paid invoices.

2. Special Responsibility Allowances

- 2.1 Special responsibility allowances are payable to the Members specified as per Schedule 1.
- 2.2 Special responsibility allowances are not cumulative and only the highest single allowance applicable is payable to any one Member.

3. Co-optees Allowances

- 3.1 Co-optees allowances are payable as per Schedule 1 for attendance at relevant meetings.
- 3.2 Allowances are not payable where co-optees are given time off work from their employers without any loss of earnings.

4. Carers Allowances

- 4.1 Childcare and dependant carer allowances are payable as per Schedule 1 towards the costs incurred by qualifying Members on receipt of paid invoices.
- 4.2 The childcare allowance is the same as the national minimum wage rate and the dependent carer allowance is the same as the rate charged by the Council for home care.

5. Travelling and Subsistence Allowances

- 5.1 Travelling and subsistence allowances are payable as per Schedule 1 to Members for attendance at the following –
 - (a) Meetings of the Council, the Cabinet, Committees or Sub-Committees.
 - (b) Such other duties as are approved in advance by the Council, the Cabinet, Committees or Sub-Committees.

- (c) Seminars organised by departments of the Council or otherwise approved by the Council, the Cabinet, Committees or Sub-Committees.
- (d) Attendance at meetings with officers, Members or constituents on legitimate Council business.
- (e) Political group meetings.
- (f) Pre-arranged inter-political group meetings, with officers present, to which at least two groups are invited. (These meetings are to be called by officers, to take place on Council premises, to have specific topics and attendance to be authenticated by an appropriate signed document).
- (g) Outside bodies as agreed by the Group Secretaries and authorised by the Council.
- (h) Parish and town council meetings.
- (i) Such other duties as are approved in advance by the Chief Executive in consultation with the Director of Corporate Resources and any claims disallowed, at the request of the Member, be referred to the Members' Allowances Panel in the form of a written submission, any requests to be considered on a quarterly basis

5.2 The mileage rates payable are the same as HMRC' rates, which are reviewed nationally each year.

5.3 The Council's assisted car purchase scheme is available to Members

6. **Claims and Payments**

6.1 Basic and special responsibility allowances are paid monthly in advance. Claims for the information technology allowances should be made in writing to the Director of Corporate Resources, together with supporting receipts.

6.2 Claims for co-optees, carers, travelling and subsistence allowances should be made on the approved forms, together with supporting receipts, to the Director of Corporate Resources within two months of the date of the duty in respect of which the entitlement to the allowances arise.

6.3 A Member may, by notice in writing given to the Director of Corporate Resources, elect to forgo any entitlement to an allowance under the Scheme.

6.4 Where a Member is suspended or partially suspended from his/her responsibilities or duties as a Member of the Council the part of the allowances payable to him/her in respect of the period for which he/she is suspended or partially suspended will be withheld, or repaid where already paid.

- 6.5 In the event of any amendments to the Scheme, changes in Members' special responsibilities or terms of office which vary the basic and/or special responsibility allowances, the amounts payable are calculated pro rata to the number of days in the year ending 31 March.

7. Indexation

- 7.1 The basic, special responsibility, group officer supplements, co-optees and subsistence allowances are increased on 1 April each year in line with the NJC officers' national pay award. Mileage rates, including bicycle, are the same as the HMRC rate which are reviewed nationally each year.

CURRENT MEMBERS' ALLOWANCES AT 1 APRIL 2019

		£
1.	Basic Allowance	
	(a) All Members (per annum)	11,732
	(b) IT Initial	384
	(c) IT Maintenance (per annum)	136
2.	Special Responsibility Allowances (per annum)	
	(a)	
	Leader of the Council and Leader of the Conservative Group	37,871
	Deputy Leader of the Council and Deputy Leader of the Conservative Group	28,403
	Other Cabinet Members	15,220
	Leader of the Main Opposition Group	3,803
	(b) Overview and Scrutiny, Overview Management Committee & Planning & Review Panels - Chairmen	10,147
	(c) Overview and Scrutiny, Overview Management Committee & Planning Committee Vice Chairmen	2,537
	(d) Area Planning Sub, Licensing, Licensing Act 2003, Pensions, Audit, Staff Terms and Conditions Committees Chairmen	3,803
3.	Group Officer Supplements (per annum)*	
	(e) Conservative Group – (47)	
	Secretary -	12,382
	Chief Whip -	3,820
	Unallocated-	1,564

		17,766
	Labour Group – (6)	
	Deputy Leader	2,268

		2,268

* £378 per capita allocated by the Groups to Members holding Group Offices where there are 6 or more members in a Group.

£

4.	Co-optees Allowance	
	(a) Up to 4 hours duration	49.00
	(b) Over 4 hours duration	82.00
5.	Dependent Carers' Allowances (per hour)	
	(a) Childcare	8.21
	(b) Dependent Carer	10.60
6.	Travelling Allowances	
	(a) Business Car User -	
	Up to 999 cc (per mile)	0.450*
	(plus per annum)	(846)
	Over 999 cc (per mile)	0.450*
	(plus per annum)	(963)
	(b) Standard Car User -	
	Up to 999 cc (per mile)	0.450 *
	Over 999 cc (per mile)	0.450 *
	(c) Bicycle (per mile)	0.100
	(d) Public Transport -	
	Actual cost	
	* Up to 10,000 miles per annum, £0.25 thereafter	
7.	Subsistence Allowances	
	(a) Actual cost not exceeding	
	Breakfast - more than 4 hours before 11 am	6.98
	Lunch - more than 4 hours including 12 noon to 2 pm	9.51
	Tea - more than 4 hours including 3 pm to 6 pm	3.78
	Dinner- more than 4 hours ending after 7 pm	19.01
	Overnight (covering 24 hours)- Inner London	177.03
	- Elsewhere	133.21
	(b) Out of pocket expenses (per night)	5.07

NB The basic, special responsibility, group officer supplements, co-optees, bicycle and subsistence allowances have been increased automatically in line with the NJC officers' national pay award.