

Kettering

Borough Council

Part 8 Members' Allowances Scheme

1. **The Scheme**
This scheme is made under the Council's powers conferred by the Local Authorities (Members' Allowances) Regulations 1991 (as amended) and the Local Authorities (Members' Allowances) (England) Regulations 2001. It has effect from 1st May 2012 until further notice.
2. **Basic Allowance**
A Basic Allowance shall be paid each financial year to each Councillor in twelve instalments. The amount of the allowance to be as shown in the schedule to this scheme.
3. **Special Responsibility Allowance**
A Special Responsibility Allowance shall be paid each financial year in twelve instalments to the postholders identified in the schedule to the scheme, provided that no one individual receives more than one allowance.
The amount of each allowance to be as shown in the schedule to this scheme.
4. **Attendance Allowance**
No attendance allowances are payable under the scheme.
5. **Childcare and Dependent Carers' Allowance**
Members may claim for the reimbursement of costs of arranging for the care of their children or dependants as are necessarily incurred in the performance of their duties as a councillor as defined in the Regulations.
6. **Election**
Members may, by notice in writing to the Head of Democratic and Legal Services, elect to forego any part of their entitlement to an allowance under this scheme.
7. **Pro-rata Payments**
Where a Member ceases to be or becomes a Councillor part-way through the financial year or the scheme is amended, the level of

basic and special responsibility allowance shall be payable pro-rata for the period of the year served. Where a Member assumes or relinquishes part-way through a year an office attracting special responsibility allowance, that payment shall also be pro-rata to the period of service.

8. Claims

A claim form will be provided to all Councillors on becoming a member of the authority. A Member who has elected to forgo any part of their entitlement to an allowance under this scheme may at any time revoke that election by giving notice in writing to the Head of Democratic and Legal Services. The revocation shall take effect and the allowances foregone shall become payable from the date of its receipt.

9. Annual Increase

The amounts paid under the scheme shall be increased on 1st April each year by an equivalent percentage amount as that paid to officers on spinal column points 35-40.

10. Pensions

Councillors who are eligible to join the scheme are entitled to pensions in respect of their basic and special responsibility allowances in accordance with a scheme made under Section 7 of the Superannuation Act 1972.

Members' Allowances

Scheme Schedule

with effect from 1st August 2014

Amounts of Allowances (2017-18)

Basic Allowance (per annum)	5,394
Special Responsibility Allowance (per annum)	
Leaders' allowances	
Leader of the Council	13,397
Deputy Leader of the Council	8,469
Executive Member for Finance	6,257
Leader of the Opposition	6,699
Deputy Leader of the Opposition	1,468
Executive Members (excluding the Leader and Deputy Leader of the Council and the Executive Member for Finance)	4,705
Chair of Planning Committee	5,335
Chair of Licensing Committee	4,001
Chairs of Scrutiny Committees, Planning Policy Committee, and Standards Committee	2,667
Standards Committee members (independent and town and parish representatives)	653
Childcare and Dependent Carers' Allowance	Cost
Mileage allowances	45p per mile up to 8,500 miles, 12p per mile thereafter
Mayor's Allowance	7,656
Deputy Mayor's Allowance	1,453

MEMBERS' ALLOWANCES

BACKGROUND

A Review of Members' Allowances takes place at least every four years, with the next review being due to take place in 2017. The review is undertaken by an Independent Review Panel, which makes its recommendations to Council.

THE SCHEME

The current Scheme is contained in the Council's Constitution (Part 8). The Constitution is available on the Members' Intranet.

In summary, the allowances which are or may be payable to elected members are:-

Basic Allowance

The basic allowance is the same for each councillor and is paid in 12 monthly instalments throughout the year. Payments are made on the 15th of each month.

The basic allowance is intended to recognise your time commitment, including inevitable calls on your time for meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs, such as the use of your own home. It also includes an allowance for the use of your own IT equipment.

Special Responsibility Allowance

The Council also pays special responsibility allowances to those councillors and co-opted members with significant responsibilities. The special responsibility allowance is also paid monthly. Under the current scheme, no individual member can receive more than one special responsibility allowance.

Amounts of Allowances (as at 1st April 2017)

Basic Allowance (per annum)	5,394
Special Responsibility Allowance (per annum)	
Leaders' allowances	
Leader of the Council	13,397
Deputy Leader of the Council	8,469
Executive Member for Finance	* 6,257
Leader of the Opposition	6,699
Deputy Leader of the Opposition	1,468
Executive Members (excluding the Leader and Deputy Leader of the Council and the Executive Member for Finance)	* 4,705
Chair of Planning Committee	5,335
Chair of Licensing Committee	4,001
Chairs of Scrutiny Committees, Planning Policy Committee, and Standards Committee	2,667
Standards Committee members (independent representatives)	653
Childcare and Dependant Carer's Allowance	Cost
Mileage allowances	45p per mile up to 8,500 miles, 12p per mile thereafter
Mayor's Allowance	7,656
Deputy Mayor's Allowance	1,453

*Dependent upon the number of members of the Executive

Childcare and Dependant Carer's Allowance

Childcare and Dependant Carer's Allowance is payable if you incur expenditure for the care of children or other dependants whilst undertaking particular duties, such as committee or Council meetings and meetings of outside bodies to which you have been appointed as the Council's representative. The amount payable is the reimbursement of the actual cost.

Travel and Subsistence Allowances

You can claim travel allowances for approved duties, namely journeys incurred in attending the following:-

- A meeting of the Council or its committees, sub-committees, working parties or forums (whether a member of the committee, or as a speaker at the committee)
- A meeting of an outside body, on which you have been appointed by the Council
- An approved duty as a member of any outside body
- A joint committee of two or more local authorities
- Official and courtesy visits on behalf of the authority
- Executive Meetings
- Cabinet/SMT meetings
- Meetings of other local authorities as the Council's representative
- Travel expenses incurred in your representational role (eg site meetings)
- Members' training events
- Approved conferences and seminars

You cannot claim travel and subsistence allowances in respect of the following:-

- Meetings that have been convened wholly or partly for political purposes, for example, group meetings
- Any journey that is undertaken on behalf of another local authority (for example a parish council)

You must record start and end odometer readings when claiming travel allowances for approved duties and these should be inserted on the travel claim form. Travel claim forms are available to download on the Members' Intranet or from the Democratic Services Office.

You must consider the most effective and economical method of undertaking a journey. Wherever practicable, you should arrange to travel with other members of the Council using the same vehicle. Where journeys involve travel outside the Borough, you should consider the use of public transport as a first choice. In considering the mode of transport you should take into the account the following:

- Accessibility of public transport starting point
- Closeness of the destination to a convenient public transport interchange
- Cost of public transport in relation to the cost of the use of your own transport
- Whether you are aware that two or more members or officers are travelling to the same destination
- Time of both the outward travel and the return journey
- Safety of using public transport (eg if travelling back alone late at night)

Public Transport

Public transport fares will be reimbursed on the basis of standard class fares and claims must be supported by receipts. The cost of parking at the railway station will not be reimbursed (unless disabled), as you are expected to use the Municipal Offices or London Road car parks.

Mileage rates

Mileage rates are in accordance with the recommendations of the Independent Review Panel.

Subsistence Expenses (non-training events)

Maximum subsistence allowances are as nationally agreed and updated from time to time.

Subsistence Expenses (training events)

Per day as agreed.

Wherever possible, receipts for expenditure in relation to subsistence expenses should be produced in support of claims.

MEMBERSHIP OF OTHER LOCAL AUTHORITIES

Where a member of an authority is also a member of another authority that member may not receive allowances from more than one authority in respect of the same duties.

REPAYMENT OF ALLOWANCES

If you cease to be a member of the authority, or are in any other way not entitled to receive an allowance in respect of any period, the Council may require that such part of the allowance is repaid to the authority.

PUBLICITY

The Council is required to publish the recommendations of the Independent Review Panel, the Scheme of Allowances and actual allowances paid to members each year.

RENUNCIATION OF ALLOWANCES

Members may, if they so wish, elect to forego any part of their entitlement to an allowance under the Scheme. Any such election may be revoked at any time by giving notice in writing to the Head of Democratic and Legal Services.

TAXATION

The basic allowance and any special responsibility allowance or childcare and dependant carer's allowance counts as earnings for benefit purposes and taxable income for income tax purposes. Travel and subsistence allowances are taxable, depending upon the type of journey undertaken.

Information on tax and benefits can be obtained from the Council's Payroll Manager.

PAYMENT OF ALLOWANCES AND CLAIMS FOR TRAVEL/ SUBSISTENCE

Your allowances are paid monthly directly into your bank account on the 15th day of each month.

Travel and subsistence expenses are paid monthly on the 15th of the month, You should submit your claim form to Democratic and Legal Services prior to the 2nd day of the month in which payment is made. Please note that you should submit your claim for travel and subsistence expenses monthly, and in any case within three months. Any claims submitted which are older than three months may not be paid.

ANNUAL INCREASE

In accordance with the current scheme of members' allowances, the amounts paid shall be increased with effect from 1st April each year in line with the NJC staff pay award for spinal column points 35-40.