



Members' Allowances & Approved Duties

1. Basic Allowance

A basic allowance of £4350 pa is automatically paid on a monthly basis to all members. This is deemed to include incidental expenses such as heating, lighting, telephone, stationery and postage. No form of claim is required from the member. Co-opted members of Standards Committee are entitled to a basic allowance of £435. Members on income related benefits are entitled instead to claim, by way of set off against entitlement to basic allowance, such expenses as are wholly, exclusively and necessarily incurred (to be evidenced) in pursuance of their duties as District Councillors with a cut off at that level regardless of excess expenditure nevertheless incurred.

2. Special Responsibility Allowance

In addition to the basic allowance a further payment for special responsibility allowance is paid to members exercising special responsibilities where each payment reflects the level of responsibility. These are paid monthly. No form of claim is required from the member.

Special Responsibility Allowances will be paid as follows:

	£
Chairman of the Council	4350
Vice Chairman of the Council	870
Leader of Council	8700
Cabinet member (seven)	4350
Leader of the Main Opposition Group	2175
Committee Chairman	
Scrutiny	3480
Vice Chairman of Scrutiny Committee	870
Planning	4350
Area Planning:	
East	2175
South West	2175
North West	2175
Licensing & Appeals	2175
Standards	870
Overview Sub Committees	
THEC	520/130
EH and R	520/130
PHBE	520/130

3. Carer's Costs

The Council will re-imburse the costs of care for young children and other dependents if a councillor has inescapable domestic responsibilities. The period covered will be in line with the total absence for approved duties including travelling time each way. A receipt signed by the carer is required. Members are also entitled to claim in respect of up to a maximum of 8 hours per week or 2 meetings per week, whichever is the lesser for council business that relates to their work as a District councillor both in their parishes

or on District Council business. This allowance should not be generally payable to members of the Councillor's family, but in exceptional circumstances there may be no alternative, and in such cases, this is delegated to the Head of Democratic Services to decide if it is reasonable or not.

Up to a maximum of £5 per hour

4. Travelling Allowance

(a) A member may use a car if such use results in substantial saving of time, is in the interests of the Council, or is otherwise reasonable:

Rates on application	
Motor car	40p per mile - plus 3.0p per mile for the first passenger and 2.0p per mile for each of the next 3 passengers.
Motor-cycle	24p per mile
Cycling	20p per mile

Note:

Members are advised that, as a general rule, mileage claims should be made on the basis of a 'nearest available route' between start and finish of each journey for attendance at any approved duty. Travel should normally be claimed from the members' home address, but if for unavoidable reason this should not be possible, then the claim for mileage should only be for any additional miles incurred by virtue of a different starting place.

(b) Travel by public transport. All members are entitled to travel first class but it is hoped that, in most cases, standard class will be used. In all cases, advantage should be taken of any facilities for reduced fares which may be available. Members are advised to enquire of the differing fares and train times available, especially for meetings in London.

5. Subsistence Allowance

(a) Day Subsistence Allowance

Breakfast (more than 4 hours away from normal place of residence before 11 am.)	£6.24
Lunch (more than 4 hours away from normal place of residence including the lunch-time between 12 noon and 2 pm.)	£8.62
Tea (more than 4 hours away from normal place of residence including the period 3 pm. to 6 pm.)	£3.40
Evening Meal (more than 4 hours away from normal place of residence ending after 7 pm.)	£10.67

(b) Overnight Subsistence Allowance

Absence overnight	£79.82
For London and the Conference of the LGA	£91.04

Notes:

(i) These sums are maxima and amounts claimed should have actually been spent. The declaration on the claim form emphasises this point.

(ii) Accommodation at conferences etc is often booked by an officer and paid directly by the Council and the above limits are to apply. Officers will consult members before the arrangements are made.

(iii) If you need to book accommodation yourself, the above limits apply and must cover all expenses in any 24 hour period.

(iv) When claiming day and overnight subsistence, members must provide receipts to support the amount claimed.

(v) In calculating the amount of subsistence the length of all approved duties (including travelling time) will be aggregated together each day and treated as if they were one approved duty.

6. Approved Duty for Payment of Allowances Travelling and Subsistence

(a) Travelling and subsistence allowance at a level from time to time agreed by the authority will, except when a body to which the Council makes appointments or nominations agrees to make its own payment direct to the member, be paid to Councillors as follows,

- (i) a meeting of the Cabinet*;
- (ii) a meeting of a committee of the Cabinet*;
- (iii) a meeting of the authority*;
- (iv) a meeting of a committee or sub-committee, Panel or Working Party or Neighbourhood Forum of the authority*;

*For this purpose, "meeting" means a formally constituted public meeting of the body concerned.

- (v) a meeting of some other body to which the authority make appointments or nominations, or
- (vi) Cabinet Members attending Scrutiny Committee for items called in from a Cabinet decision;
- (vii) Attending a pre agenda meeting with officers as a Cabinet member, chairman or vice chairman of any committee or Overview Sub Committee;
- (viii) Attending any meeting with, and / or initiated by, a Head of Service or Corporate Director, Solicitor to the Council, Audit Manager, Scrutiny Officer or Area Planning Officer;

- (ix) Attending Cabinet, a Committee or Sub Committee to raise any item on the agenda as a non-member;
- (x) A representative of a minority group attending Cabinet
- (xi) A meeting of a committee or sub-committee of a body to which the authority makes appointments or nominations;
- (xii) Members of the Council who are not on the Cabinet can claim up to two visits a month to South Norfolk House to undertake Council business;
- (xiii) Up to two ward business related journeys to each parish in their ward per month;
- (xiv) A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
- (xv) a meeting of a local authority association of which the authority is a member;
- (xvi) duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
- (xvii) duties undertaken on behalf of the authority 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;
- (xviii) any other duty approved by a Head of Service or Corporate Director in connection with discharging the duties of the authority or its committees or sub-committees.

For this purpose, “meeting” means a formally constituted public meeting of the body concerned

(b) Local Government Association (LGA)

The application of the sections on attendance allowance, travelling and subsistence for meetings of the LGA means that any member appointed to an executive panel, or task group of the LGA may claim the allowance fixed by the LGA. The claim for allowance should be made to South Norfolk Council; it will then be reclaimed from the LGA on a quarterly basis. Travelling and subsistence allowances can be claimed from South Norfolk in accordance with the Council’s scheme. Any member involved in any of these activities should speak to the Head of Financial Services to ensure the correct allowances are claimed;

7. Renunciation

A Councillor may forego all or any part of his/her allowances under this scheme by giving notice to that effect to the Head of Financial Services.

8. Part year entitlements

On basic or special responsibility allowances where entitlements are affected by changes in membership or changes in responsibilities during the year, the entitlement is calculated by taking the proportion of days entitlement to a full year. In attendance and other allowances the sum payable is that in force on the day the duty was undertaken.

9. General

The basic and special responsibility allowances are paid in the current month. Travelling, conference and other expenses are paid in arrears.

Members are reminded of the requirement to submit their claims by the fifth working day each month so that payment can be made to their bank/building society no later than 25th of the month.

If any member is in doubt about entitlement to any item, the Exchequer Manager should be consulted prior to submitting a claim.

Whenever a member appointed to a conference or course is unable to attend, the Head of Democratic Services must be notified of the substitute member before he/she attends the conference or course.

Members must take full responsibility for the accuracy of claims made and sign declarations to that effect.

10. With-holding allowances

In certain circumstances, the council will use its powers to withhold or recover allowances from members

If you have any queries or questions or want advice on any particular points or issues, contact the Head of Democratic Services Chris Walton on 533682.