PART 6: MEMBERS’ ALLOWANCES AND APPROVED DUTIES
PART 6 - Members’ Allowances & Approved Duties

1. Basic Allowance

1.1 A basic allowance per annum is automatically paid on a monthly basis to all members, which is £4,770. This is deemed to include incidental expenses such as heating, lighting, telephone, stationery and postage. No form of claim is required from the member.

1.2 Instead of claiming the basic allowance, members on income related benefits are entitled to claim such expenses as are wholly, exclusively and necessarily incurred in pursuance of their duties as District Councillors, up to the amount of basic allowance, regardless of excess expenditure nevertheless incurred. Such expense claims must be evidenced.

2. Special Responsibility Allowance

2.1 In addition to the basic allowance a further payment, a Special Responsibility Allowance (SRA) 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.

2.2 Special Responsibility Allowances will be paid as follows:

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Leader of the Council</th>
<th>£12,402</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.6 x Basic</td>
<td>Cabinet Members; Chairman of the Council; and Chairman of the Development Management Committee</td>
<td>£6,201</td>
</tr>
<tr>
<td>Tier 3</td>
<td>Chairman of the Scrutiny Committee</td>
<td>£4,770</td>
</tr>
<tr>
<td>1 x Basic</td>
<td>Deputy Cabinet Members; Leader of the Main Opposition Group; and Chairman of the Electoral Arrangements Review Committee</td>
<td>£2,862</td>
</tr>
<tr>
<td>Tier 5</td>
<td>Chairman of the Licensing Committees; Chairman of the Standards Committee; V-Chairman of the Development Management Committee; V-Chairman of the Scrutiny Committee; and V-Chairman of Council</td>
<td>£1,431</td>
</tr>
</tbody>
</table>

2.3 Members are permitted to claim all SRA’s to which their role(s) are entitled to receive.
3. Carers’ Costs

3.1 The Council will reimburse 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, it is delegated to the Monitoring Officer to decide if it is reasonable or not.

3.2 The maximum allowance is the rate of national minimum wage (aged 25 or over)

4. IT Expenses

4.1 Members are entitled to claim a £10 per month IT allowance, as a contribution towards any IT costs wholly and necessarily incurred to undertake their role.

4.2 The Council expects all members to bring their own electronic device in order to facilitate electronic working. Councillors may claim up to £60 per year to support costs incurred as a result of this approach. This may only be claimed by those members who are using their own device and not by those using a County Council owned device, or by those with exceptional circumstances who require a South Norfolk Council device.

5. Travelling Allowance

5.1 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:

<table>
<thead>
<tr>
<th>Rates applicable</th>
<th>45p per mile - plus 5.0p per mile for any passengers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor car</td>
<td></td>
</tr>
<tr>
<td>Motor-cycle</td>
<td>24p per mile</td>
</tr>
<tr>
<td>Cycling</td>
<td>20p per mile</td>
</tr>
</tbody>
</table>

5.2 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.

5.3 For travel by public transport, the presumption should be that members will travel standard class. Members may travel by first class where this is the same cost, or cheaper, than standard class travel.
6. Subsistence Allowance

6.1 Day Subsistence Allowance

These allowances are paid at the same rate as for officers. The rates are:

<table>
<thead>
<tr>
<th>Time</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast (more than 4 hours away from normal place of residence before 11 am.)</td>
<td>£8.00</td>
</tr>
<tr>
<td>Lunch (more than 4 hours away from normal place of residence including the lunch–time between 12 noon and 2 pm.)</td>
<td>£8.00</td>
</tr>
<tr>
<td>Evening Meal (more than 4 hours away from normal place of residence ending after 7 pm.)</td>
<td>£15.00</td>
</tr>
</tbody>
</table>

6.2 Overnight Subsistence Allowance

<table>
<thead>
<tr>
<th>Time</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence overnight</td>
<td>£88</td>
</tr>
<tr>
<td>For London and the Conference of the LGA</td>
<td>£103</td>
</tr>
</tbody>
</table>

Notes:
(a) The overnight subsistence allowance should be seen as an expected maximum allowance claimable and the amount claimed should have actually been spent. In exceptional circumstances where, as a result of the season, timing, location or period of notice it is not possible to obtain accommodation at the overnight subsistence rate, the member shall be allowed to claim the amount incurred on their accommodation. However, members should always seek to obtain the best available rate and be prepared to justify any claims made above the overnight subsistence value.

(b) 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.

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

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

(e) 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.

7. Approved Duties for Payment of Travelling and Subsistence Allowances
7.1 Travelling and subsistence allowances at the levels set out in Sections 5 and 6 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 undertaking the following appointed duties:

7.1.1 Attending a meeting* of

(a) the Council;
(b) the Cabinet*;
(c) a committee of the Cabinet*;
(d) a meeting of a committee or sub-committee, Panel or Working Party*

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

(e) a pre agenda meeting with officers as a Cabinet member, chairman or vice chairman of any committee;
(f) a meeting of some other body to which the authority makes appointments or nominations;
(g) local authority association of which the authority is a member;
(h) committee or sub-committee of a body to which the authority makes appointments or nominations;
(i) Cabinet as a representative of a minority group;
(j) Scrutiny Committee as a Cabinet member for items called in from a Cabinet decision;
(k) Cabinet, a Committee or sub committee to raise any item on the agenda as a non-member.
(l) 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);

7.1.2 Attendance of any meeting with and or initiated by:

(a) The Chief Executive;
(b) A Director;
(c) A Head of Service
(d) The Governance and Business Manager
(e) The Head of Internal Audit
(f) The Scrutiny Officer;
(g) The Development Manager; or a Senior Planning Officer
(h) The Planning Policy Manager

7.1.3 Where members are undertaking duties:

(a) on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened;
(b) 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;
(c) approved by a Director in connection with discharging the duties of the authority or its committees or sub-committees.

Will be classified as an approved duty.

7.1.4 Attendance at training events for members, convened by the Council, or external training sessions / conferences authorised by the Monitoring Officer will be an approved duty.

7.1.5 In addition to the above, 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. Cabinet members can claim for all visits to South Norfolk House to undertake Council business.

7.1.6 Up to 12 ward-business-related return journeys to meetings to or within their ward each month.

7.1.7 Expenses incurred in participating in official duties undertaken by the Chairman or Vice Chairman and reported to Council shall, unless Council specifically disapproves, be reimbursed at the rates set out in Part 6 of this constitution.

7.1.8 In exceptional circumstances, other duties not included above can be designated as approved duties for the purposes of travelling and subsistence allowances, with prior approval from the relevant Director or Monitoring Officer.

7.2 Undertaking Duties for the Local Government Association (LGA)

7.2.1 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 Monitoring Officer to ensure the correct allowances are claimed;

For the avoidance of doubt, the following are not eligible for reimbursement of travelling, subsistence and carers’ allowance:

- Attendance at political group meetings
- Meetings attended by a single group, with no officers present
- Attendance at civic receptions and Chairman’s receptions
- Attendance at meetings of outside bodies on which members have not been appointed by the Council
- Visits outside of South Norfolk House that are outside of a member’s own ward (e.g. Saffron)
- Any Social Events

8. Renunciation
8.1 A Councillor may forego all or any part of his/her allowances under this scheme by giving notice to that effect to the Monitoring Officer.

9. **Part year entitlements**

9.1 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.

10. **General**

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

10.2 Members are required 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.

10.3 Councillors who fail to submit a claim within 3 months of carrying out the duty or incurring the expense, will be deemed, automatically, to have waived their right to claim.

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

10.5 Whenever a member appointed to a conference or course or is unable to attend, the Monitoring Officer must be notified of the substitute member before he/she attends the conference or course. Failure to do so will result in no payment being made.

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

11. **Withholding allowances**

11.1 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 Monitoring Officer.