

# **Scheme of Members Allowances**

## **1. Introduction**

1.1 The Council has adopted this Scheme of Members Allowances.

## **2. The Basic Allowance**

2.1 The Basic Allowance is paid to all members of the Council and paid to individual members proportionate to the number of days served by that member within a particular year. The Basic Allowance is set out in Appendix 1

## **3. Special Responsibility Allowances**

3.1 Special Responsibility Allowances are paid to members where they undertake specific duties and responsibilities. The Special Responsibility Allowances are set out in Appendix 1.

3.2 The Special Responsibility Allowance will be proportionate to the number of days where the member undertakes such special responsibilities.

## **4. Dependants Carers Allowance**

4.1 The Dependants Carers Allowance is paid in respect of expenses necessarily incurred in arranging for the care of children or dependants to allow:-

a) The attendance at a meeting of the Council, Cabinet, Committees or Sub-Committees or of any other body to which the Council makes appointments or nominations or any other committee or sub-committee of such body.

b) The attendance at any other meeting, the holding of which is authorised by the Council, a Committee, a sub-committee or a joint committee provided that it is a meeting to which at least two political groups have been invited.

c) The attendance at a meeting of any association of authorities of which the Council is a member.

d) The performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise inspection of premises.

e) The carrying out of any other duty approved by the Council or the Chief Executive for the purpose of or in connection with the discharge of the functions of the Council or any of its committees or sub-committees including attendance on a training development course for the purpose of fulfilling the duties of an elected member.

4.2 A dependant is defined as someone who is living with a member and is:-

- A child aged 15 or under

-An elderly relative requiring full time care

-A relative with disabilities who requires full time care

4.3 A member claiming the allowance shall provide medical or social work or other evidence that care is required for the purpose of the audit as requested.

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4.4 The allowance shall not be payable in respect of care provided by a member of the councillor's immediate family or household.

4.5 The Carer's Allowance will be capped at a maximum of ten hours in any week and the hourly rate will be the National Living Wage hourly rate. Hours may be calculated from the time of leaving home to the time of returning home following attendance on Council business as detailed above.

### **5. Travel and Subsistence allowances**

5.1 Travel and Subsistence allowances are paid in respect of expenses necessarily incurred in the exercise of duties and responsibilities shown at paragraph 4.1 above outside of the borough only. The amounts payable are indicated in the Appendix to the scheme. Claims under paragraph 4.1 and 5.1 shall be made in writing to the Chief Executive within three months of the date of which the entitlement to the allowance arises.

6. A member may, by notice in writing to the Chief Executive, elect to forgo their entitlement or any part of their entitlement to allowances.