



Craven District Council

MEMBERS' ALLOWANCES SCHEME

(Approved by Council on 25 February 2020)

(Updated September 2020 to reflect National Pay Award)

COMPONENTS OF THE SCHEME

The Scheme of Allowances is made up of the following:

- The Basic Allowance – paid to all Councillors;
- The Special Responsibility Allowances – paid to certain Councillors, in addition to the Basic Allowance, in recognition of additional responsibilities they undertake;
- Dependant Carers' Allowance;
- Travelling and Subsistence Allowances;
- Co-optees Allowance; and
- Civic Allowances to the Chairman of the Council and Vice-Chairman of Council.

1. LEVELS OF ALLOWANCES

In accordance with the recommendations to the Council Meeting on 25 February 2020 the level of Members' Allowances, will be as follows:

a) **Basic Allowance**

(backdated to 1 April 2019)

The basic allowance covers the costs of attending Council meetings; acting as a representative of the Council, such as parish councils / meetings, and other organisations; and incidentals such as telephone calls, postage, etc.; and the purchase and use of IT not directly supplied by the Council.

b) **Special Responsibility Allowances (SRA)**

(backdated to 1 April 2019)

The amounts listed below to be paid in addition to the Basic Allowance.

(Members are only entitled to claim one SRA.)

Special Responsibility Allowances are valued as a quantum of the Basic Allowance.

The Special Responsibility Allowance will be the Basic Allowance multiplied by the quantum given as set out in the table below.

Table 1 Special Responsibility Allowances

	Number of Positions	Allowance £	Quantum of Basic Allowance
Basic	30	4,690	
Leader of the Council and Chairman of Policy Committee	1	8,910	1.9
Deputy Leader of the Council and Deputy Chairman of Policy	1	4,690	1.0
Committee Chairman: Audit and Governance Licensing Planning Select Standards	5	2,350	0.5
Committee Vice Chairman (As above)	5	470	0.1
Group Leader	4	940	0.2
Lead Members	6	1,170	0.25

c) Dependent / Child Carer's Allowances

The Council's Scheme of Members' Allowances includes the reimbursement of dependants' carers' allowance to those Councillors who incur expenditure for the care of children, or other dependants, whilst undertaking official duties.

(Claims are not permitted for a member of the family undertaking care duties. Members claiming dependant (not child) care allowance should provide evidence that they, or their partner, are in receipt of a carers' allowance.)

The rate payable is actual cost, up to a maximum of £11 per hour, the duration of the meeting attended, plus travelling time to and from the meeting.

d) Travel and Subsistence Allowances

Travel – Where Members use their own vehicles to carry out their official duties (please see notes below), the mileage rates will be paid in accordance with the Inland Revenue Approved Mileage Rates. Subsistence allowances are aligned with the Craven District Council Staff scheme. Travel and Subsistence payments will continue to be paid in accordance with the Council's travel policy.

1) "Official Duties" would generally be defined as:

- Attending meetings of the Council and its committees, sub-committees,

- etc. to which the Member has been appointed;
- Attending and participating in meetings of committees, sub-committees, etc. in accordance with Council Procedure Rule 23.7;
- Attending events relating to outside bodies to which the Member has been appointed by the Council, except where the outside body concerned has a scheme which enables the Member to claim those expenses from that body;
- Where the Member attends previously arranged meetings with chief and senior officers in connection with the business of committees, sub-committees, etc. of which he or she is a member or on business concerning that Member's Ward;
- Attending up to 6 meetings of a Member's political group each year between one Annual Council Meeting and another, so long as the Group Leader has notified the Chief Executive of the dates the group meetings are to be held; and
- Attending up to one meeting per month of each of the Parish Councils and Parish Meetings in the Councillor's Ward.

2) The above does not purport to be exhaustive. If any Member is unsure as to whether a particular journey can be considered as 'official duties', they should seek advice from the Democratic Services Manager on (01756) 706226.

Table 2 Allowances

	First 10,000 business miles in the tax year	Each business mile over 10,000 in the
Cars and vans	45p	25p
Passengers	5p per person	5p per person
Motor cycles	24p	24p
Bicycles	20p	20p

	(CDC staff	Basis of Payment (as staff scheme)
Breakfast	7.77	when a journey commences before 7.30 am.
Lunch	10.71	when a journey commences before 12.00 noon and continues after 2.00 pm.
Tea	4.21	when the absence commences before the end of the working day and continues after 6.30 pm.
Evening Meal	13.29	when absence commences before the end of the working day and continues after 8.30 pm.
		Tea and dinner allowances are not paid consecutively. Under NO circumstances will re- imbursement be made for alcohol beverages.

An alternative daily allowance, in lieu of the above subsistence allowances, is available to Members attending conferences. This is payable at a daily rate of £38.

e) Co-optees Allowances

Where a co-opted or an appointed Member is appointed chairman of the committee on which they are co-opted or appointed, the co-optee’s allowance will be based on the Special Responsibility Allowance payable to District Council members when acting in the role of chairman of the equivalent Council committee.

Travel and Subsistence Allowances are available to the independent (external) and Parish Members of the Council’s Standards Committee. The rates applicable are in line with those payable to Members under this Scheme.

f) Allowances to Chairman of the Council and the Vice-Chairman of the Council

The allowances paid to the Chairman and Vice-Chairman of the Council are primarily for expenses incurred whilst performing civic and ceremonial duties on behalf of the Council.

These allowances are valued as a quantum of the basic Allowance as follows:

	Allowance £	Quantum of Basic
Chairman of the Council	3,750	0.8
Vice Chairman of the Council	470	0.1

- 1) To enable a holder of the office of the Chairman of the Council to meet any special expenses in having to employ someone else to do their work so that they are able to carry out their official duties, the Council makes available, in addition to the usual Chairman of the Council’s Allowance, an amount up to a maximum of £2,000;
- 2) The Chief Finance Officer (s151 Officer) is authorised to make any payments from the additional amount provided he or she is satisfied that the sums claimed have been properly incurred in accordance with 1) above.

2. APPORTIONING ALLOWANCES

Where a term of office starts or ends, otherwise than at the beginning or end of a financial year, a Member is entitled to payment of such part of the Basic, Special Responsibility, Chairman and Vice Chairman of the Council’s Allowances allowance as is in proportion to the number of days served in that year.

3. WITHOLDING ALLOWANCES

Where a Member is suspended, or partially suspended, from his or her responsibilities or duties as a member of Craven District Council in accordance with Part III of the Local Government Act 2000, or regulations made under that Part, the portion of the Allowances highlighted below will, subject to a decision by the Council's Standards Committee, be withheld by this Council in respect of the period for which the Member is suspended:

- Basic Allowance
- Special Responsibility Allowance
- Travel and Subsistence Allowance (including Co-opted Members)

4. RENUNCIATION

Members may renounce their entitlement to all or part of their Basic and Special Responsibility Allowances if they wish. Any such declaration should be made in writing to the Chief Finance Officer (s151 Officer). Once made, the renunciation will remain in force throughout that year.

An annual form for updating personal information will include an opportunity for Members to renounce the Basic Allowance, Special Responsibility Allowance or both in part or in full.

5. PENSIONS

Craven District Council has agreed that there should be no introduction of pension entitlements for Members; that is, they may not be admitted to the Local Government Pension Scheme.

6. TIME AND METHOD OF PAYMENT

Basic and Special Responsibility Allowances will be paid monthly. Members will be paid not later than the 20th day of each month by bank transfer.

Travel and subsistence claims should be submitted to payroll on a monthly basis. The Council is not obliged to pay late claims. Claims received, which exceed 2 months of the date on which the duty was carried out, will be paid at the discretion of the Chief Finance Officer (s151 Officer).

In order that payments can be made promptly, existing Members and all new Members will be sent a form to complete and return which will confirm personal details, bank details and other information required to process the payments.

7. PUBLISHING OF INFORMATION

Information as to the level of allowances paid to each Member is published annually and is available for inspection at the Council's main offices, as soon as

possible after the end of each financial year. The publication is separated into the following categories:

- Basic Allowance;
- Special Responsibility Allowance;
- Travel and Subsistence Allowance;
- Co-optee's Allowance;
- Dependant Carer's Allowance; and
- Chairman / Vice Chairman of the Council Allowance.

8. MEMBERS' ALLOWANCES – TAX AND NATIONAL INSURANCE

a) Income Tax

For tax purposes, Council Members and civic dignitaries are treated in the same way as any other individual who holds office or is an employee. Emoluments received from an office or employment are chargeable to income tax under Schedule E. Tax is deducted under PAYE. "Emoluments" has a wide meaning – it includes salaries, fees, wages and any other profits received from an office or employment.

The following Allowances are taxable under Schedule E:

- Basic Allowance;
- Special Responsibility Allowance; and
- Allowances paid to the Chairman and Vice-Chairman of the Council.

b) Travel and Subsistence Allowances

Travel Allowance – Where a Councillor uses his or her car to undertake representative duties on behalf of the Council, a mileage allowance will be paid for travel between home and the Council Offices, or some other place, on council business. This payment will be subject to the Inland Revenues system of Authorised Mileage Rates. Full details of the scheme and the tax implications will be made available to all Members on request.

Subsistence Allowances – These Allowances are taxable unless they are paid for the extra expense of subsistence incurred as a consequence of travel on council business away from the Council Offices.

c) National Insurance Contributions

For tax purposes, Members are treated similar to employees and are, therefore, liable to pay National Insurance contributions, as employed earners, when they receive remuneration allowances at or above the threshold for contributions. The earnings period for the assessment of National Insurance contributions is the

shortest interval at which any allowance is paid. (Monthly for Craven District Council)

(Members with other employment can apply to defer payment of contributions if they expect to pay the annual maximum in that employment.)

9. UPDATING ALLOWANCES AND REVIEW OF THE SCHEME

Basic and Special Responsibility Allowances will be updated as a matter of course to match local government pay settlements from the date of implementation of those settlements.

The structure of the Members' Allowances Scheme is to be reviewed every four years, unless an intermediate or partial review is requested by the Council.