

PART 6

MEMBERS' ALLOWANCES SCHEME

INTRODUCTION

The East Cambridgeshire District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby make the following scheme.

This scheme shall have effect for the current year commencing from 1 April 2024 and for subsequent years from 1st April to 31st March, updated as appropriate.

1.0 Basic Allowance

1.1 Subject to paragraph 8, for each year a basic allowance, as specified in the Appendix to this scheme, shall be paid to each Councillor.

2.0 Special Responsibility Allowances

2.1 Subject to paragraph 8, for each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council that are specified in the Appendix to this scheme.

3.0 Travelling and Subsistence Allowances and Venue Hire Allowance for Member surgeries

3.1 The current rates for travelling and subsistence are as follows:

(a) Private Cars¹

45 pence per mile

(b) Motorcycle and Cycle²

Motorcycle: 24 pence per mile

Bicycle: 20 pence per mile

(c) Public Transport

Necessary travel to be refunded on receipt of claims, paid at Standard or Second Class rate.

(d) Day Subsistence

Based on day subsistence guidelines from East of England Local Government Association (EELGA):

- (i) Breakfast allowance (More than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11 am) £10.00;
- (ii) Lunch allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the lunchtime between 12 noon and 2 pm) £15.00;

¹ To increase in line with any Increases in Inland Revenue Rate

² To increase in line with any Increases in Inland Revenue Rate

- (iii) Tea allowance (more than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3 pm to 6 pm) £6.00;
 - (iv) Evening meal allowance (more than 4 hours away from the normal place of residence or where the authority permits, a lesser period, ending after 7 pm) £20.00.
- (e) Overnight Subsistence
- For an absence overnight from the usual place of residence the rate will be based on actual reimbursement for a reasonable area rate of accommodation. Payment should not exceed the cost of 3 star or equivalent accommodation and claims for overnight stays within Cambridgeshire will not be approved.

Residency Criteria

Travelling and Subsistence Allowances to be applicable from normal place of residence for Council, Committee, Sub-Committee and Working Party meetings only. For other 'approved duties', Travelling and Subsistence Allowances to be applicable from a designated location within the District only.

- (f) Venue hire costs allowance for Member surgeries

Up to a maximum of £100 per Member towards the costs of hiring venues for Member surgeries per annum.

4.0 Crèche or Dependent Carer's Expenses

- 4.1 Councillors to be able to claim up to £30 per hour, with payment upon presentation of receipts.

5.0 Information and Communication Technology Costs

- 5.1 An annual budget of up to £400 for each Member who chooses not to be provided with Council ICT facilities. Payment is subject to the presentation of receipted claims.

6.0 Indexation

- 6.1 Basic Allowance and Special Responsibility Allowances are indexed to the level of national Local Government Staff Pay Award for the year concerned.

7.0 Renunciation

- 7.1 A Councillor may by notice in writing given to the Chief Finance Officer, elect to forego any part of his entitlement to an allowance under this scheme.

8.0 Part-year Entitlements

- 8.1 The provision of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

- 8.2 If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods.
- (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

- 8.3 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- 8.4 Where this scheme is amended as mentioned in sub-paragraph 8.2 and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 8.2(a) the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Councillor or of days in that period.
- 8.5 Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.
- 8.6 Where this scheme is amended as mentioned in sub-paragraph 8.2, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 8.2(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

9.0 Payments

- 9.1 Payments shall be made in respect of basic and special responsibility allowances by monthly instalments.
- 9.2 Where payment of an instalment of basic allowance or special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6.0, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- 9.3 All payments for childcare/dependent carers' allowance will be made against receipted invoices only. Invoices should be submitted on a calendar month basis to the

Democratic Services Officer by no later than the 6th of the following month. The allowance will be paid through the payroll system. **All claims under paragraphs 3, 4 & 5 (for travel and subsistence, Venue hire for “Member surgeries”, crèche or dependent carer’s expenses Information, or communication technology) must be made within 3 months of this being incurred or being invoiced by a provider.** The Chief Financial Officer or Democratic Services Manager may authorise payments to members outside of this period, in extenuating circumstances, on the written application of the member concerned.

- 9.4 No allowances to Members will be pensionable.

MEMBERS' ALLOWANCES

(amounts per annum unless otherwise stated)

APPENDIX

(1) **Basic Allowance** Each Councillor £6977.93

(2) **Special Responsibility Allowances** **Chair** **Vice Chair**

Committees:

Finance & Assets Committee	£5338.89	£2,669.45
Operational Services Committee	£5338.89	£2,669.45
Audit Committee	£5338.89	£2,669.45
Planning Committee	£5694.82	£2847.41
Licensing Committee	£5338.89	£2,669.45
Working Party and Sub Committee	£88.98 per month	£29.63 per month

Planning Committee Ordinary Member	£1,138.96 (20% of Planning Committee Chair's SRA)
Planning Committee Substitute Member	£569.48 (50% of Planning Committee Ordinary Member SRA)

Leadership & Co-Optees Roles:

Combined Authority (CA) Board Member	£5932.10
CA Board Deputy Member	£1779.64
CA O&S Committee Member	£1779.64
CA Audit & Governance Cttee Member	£949.14
CA Executive Committee Member (if not Board Member or Deputy)	£949.14
CA Committee Substitute Member (if not Board Member or Deputy)	£237.29

Leader of Council	£12711.63
Deputy Leader of Council	£6355.83
Leader of lead Political Group	£6355.83
Leader of main opposition Group	£6355.83
Deputy Leader of main opposition Group	£3,177.90
Other Political Group Leader (Group of 5 or more)	£6355.83
Other Political Group Leader (Group of 2-4)	£ pro rata by number of Members £1,271.15

Group Spokespersons Allowance - 20% of the relevant Chairman's Special Responsibility Allowance.

Councillors only to be allowed to claim a maximum of 3 Special Responsibility Allowances (SRAs)

(3) Co-Optees' Allowance

Parish/Town Council Members of Finance & Assets Hearings Sub-Committee £326.27 per year

(4) Other Allowancesⁱ

The following are paid pursuant to section 3(5) and 5(4) of the Local Government Act 1972:

Chair of the Council	£5932.10
Vice Chair of Council	£2966.05

NON-MEMBER ALLOWANCE – INDEPENDENT PERSONS³

Independent Person (x2)	£1186.42
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ⁱ NB: These "other allowances" are not formally part of the Councillor Allowance scheme but are included in this schedule for completeness

³ Note that these payments do not fall within the definition of Members Allowances, however are included for information purposes.