

## Members' Allowances Scheme 2014/15<sup>1</sup>

The Royal Borough of Greenwich, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 No. 1021, hereby makes the following scheme:

1. This scheme may be cited as the Royal Borough of Greenwich Members' Allowance Scheme, and shall have effect for the municipal year commencing on 26 May 2014 and subsequent years.

2. In this scheme,

“Councillor” means a Member of the Royal Borough of Greenwich Council who is a Councillor;

“year” means the 12 months ending with 14 May 2015.

### 3. **Basic Allowance**

Subject to paragraph 6, for each year a basic allowance of £10,210 shall be paid to each Councillor.

### 4. **Special Responsibility Allowance**

i) For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this scheme.

ii) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

### 5. **Renunciation**

A Councillor may by notice in writing given to the Council's Chief Executive elect to forego any part of his or her entitlement to an allowance under this scheme.

### 6. **Part-Year Entitlements**

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<sup>1</sup> Agreed by full Council – 27 March 2014

- i) The provisions 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 position in respect of which a special responsibility allowance is payable.
- ii) If an amendment to this scheme changes the amount to which a Councillor is entitled by way of basic allowance or special responsibility allowance, then the allowances shall be paid having regard to the relevant proportion of the year to which the entitlement relates (calculated on a daily basis).
- iii) If an amendment to this scheme changes the duties specified in Schedule 2 to this scheme, the entitlement will be based on that applicable when the duty is carried out.
- iv) Where the term of office of a Councillor begins or ends other than at the beginning or end of a year, his/her entitlement to a basic allowance shall be based in proportion to the number of days which he/she holds/held office.
- v) If eligibility to a special responsibility allowance applies other than for a full year that too shall be apportioned on a daily basis in accordance with paragraph (iv) above.

## **7. Childcare and Dependents Carers' Allowance**

A payment of up to a maximum of £8.80 per hour may be claimed by Councillors in respect of such expenses of arranging for the care of their children or dependents as are necessarily required in carrying out an approved duty, as specified in Schedule 2 to this scheme. That the following apply in operation of this Allowance:-

- a. the payment should be claimable in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required;
- b. the allowance should be paid as a reimbursement of incurred expenditure against receipts;

- c. the allowance should not be payable to a member of the claimant's own household;
- d. that any dispute as to entitlement and any allegation of abuse should be referred to the Council's Standards Committee for adjudication; and
- e. the scheme should be reviewed after not more than twelve months' operation.

## **8. Travel and Subsistence**

- a) Allowances for travel and subsistence outside the Borough for approved duties will be paid at the same rate as those paid to Officers
- b) The cost of travel and subsistence inside the Borough will be met from an individual Member's basic allowance. However, on occasion and where unavoidable for approved duties, a Member will be reimbursed taxi costs or have a taxi provided free of charge. The Chief Executive's guidance on when it would be appropriate for a Member to be reimbursed taxi costs or have a taxi provided free of charge is in Schedule 3 of this Scheme.
- c) Approved duties are those listed in Schedule 2 of this Scheme.
- d) Co-opted Members of Council Committees may claim their costs for intra borough travel for attendance at approved duties at the same rate as Officers.

## **9. Payment Arrangements**

- i) Payments will generally be made:-
  - a) in respect of basic and special responsibility allowances, subject to sub-paragraph (ii), in instalments of one-twelfth of the amount specified in this scheme each month;
  - b) in respect of childcare and dependents carers' allowances, in the month following submission of the claim, provided that the claim is received on or before the 20th day of the month.
- ii) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility

allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, 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.

## 10. **Updating of Allowances**

That subject to there being no significant changes in the political management arrangements the Allowances in the Scheme be updated annually in line with the local government pay settlement, as recommended by the London Councils' Independent Remuneration Panel.

## SCHEDULE I

### SPECIAL RESPONSIBILITY ALLOWANCES 2014/15

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

<u>Special Responsibility</u>	<u>Allowance</u> <u>£p.a.</u>
Leader of the Council	52,458
Deputy Leader	33,514
Cabinet Member (x 8)	22,119
Chair of Scrutiny & Overview	22,119
Chair of the Planning Board	18,178
Leader of Opposition (largest Minority Party)	18,176
Chair of Highways	9,849
Chair – Pension Fund Investment and Administration Panel	9,849
Best Value Review Team Chairs (x 3)	1,522
Scrutiny Panel Chairs (x 6)	9,849
Leader of second largest Minority Party	5,623
Chief Whip of the Council	5,623
Licensing Sub-Committee Chair	1,522
Mayor	9,849
Deputy Mayor	1,522
Minority Party Allocation (each party comprising 4 or more Members)	5,623
Independent Person to Advise the Standards Committee	1,536
Independent Chair of the Standards Committee	1,536
Independent Member of the Standards Committee (x 2)	762

#### Notes:

1. No Member shall be entitled to claim more than one Special Responsibility Allowance paid by the Council.
2. A party shall be defined as a group of 2 or more Members who have given notice in accordance with the Local Government (Committees and Political Groups) Regulations 1990 that they wish to be treated as a political group.

## **SCHEDULE 2**

### **APPROVED DUTIES**

1. The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority make appointments or nominations, or of any committee or sub-committee of such a body.
2. The attendance of any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that it is a meeting to which members of at least two such groups have been invited.
3. The attendance at a meeting of any association of authorities of which the Authority is a member.
4. The attendance at a meeting of the Cabinet or a meeting of any of its committee.
5. The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.
6. The performance of any duty 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.
7. The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at school approved for the purposes of Section 342 (special schools) of the Education Act 1996.
8. The carrying out if any other duty approved by the Authority, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the Authority or any of its committees or sub-committees.

## **SCHEDULE 3**

### **TRAVEL & SUBSISTENCE FOR APPROVED DUTIES**

#### **1. Introduction**

- 1.1 The Council on 28 March 2007 re-iterated that, in line with the Members' Allowances Scheme, a councillor should meet the cost of any travel within the Borough, including any use of taxis, from their own basic allowance.
- 1.2 However, Council agreed that, on occasion and where unavoidable for Approved Duties, Members should be reimbursed taxi costs or have a taxi provided free of charge.
- 1.3 The Council authorised the Chief Executive to clarify when it would be permissible for a Member to claim for the cost of a taxi or to have a taxi provided free of charge when travelling within the Borough for Approved Duties. The Chief Executive's guidance is below.

#### **2. Approved Duties**

- 2.1 In accordance with Schedule 2 of the Members' Allowance Scheme, Approved Duties are defined as:
  - The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority make appointments or nominations, or of any committee or sub-committee of such a body.
  - The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that it is a meeting to which members of at least two political groups have been invited.
  - The attendance at a meeting of any association of authorities of which the Authority is a member.

- The attendance at a meeting of the Cabinet or a meeting of any of its committees.
- The performance of any duty in pursuance of any standing order made under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened.
- The performance of any duty 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.
- The performance of any duty in connection with arrangements made by the Authority for the attendance of pupils at school approved for the purposes of Section 342 (special schools) of the Education Act 1996.
- The carrying out of any other duty approved by the Authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Authority or of any of its committees or sub-committees.

### **3. Guidance on the Use of Taxis and Reimbursement of Costs**

3.1 Wherever possible a Member should meet the cost of travelling within the Borough by using either their own vehicle or public transport. However, taxi costs will be reimbursed (or a taxi provided free of charge) in the following circumstances:

- Where it would not be practicable without considerable inconvenience for the Member to fulfil commitments because the Approved Duty takes place at an inconvenient time or location, because there are consecutive Approved Duties or because the Member has been asked to attend at short notice
- Where it would not be practicable without considerable inconvenience for the Member to use public transport to access an underground or train station from home, principal work address or the Town Hall in order to attend an Approved Duty outside the Borough.



- Where it would not be possible without risk to the health or safety of the Member to use public transport, for example because of mobility difficulties

3.2 A Member will not be reimbursed for taxi costs between their home or place of work to the Town Hall unless covered in 3.1 above.

3.3 Should Members be in any doubt as to whether they can claim for a particular duty or journey, they should contact the Head of Democratic Services (020 8921 5670) or the Leaders Office Manager (020 8921 6174) in advance. Any query about whether a Members' taxi costs should be reimbursed or a taxi provided free of charge will be referred to the Head of Law and Governance.

#### 4. **Travel and Subsistence**

4.1 Travel and subsistence allowances may only be claimed in respect of Approved Duties outside the Borough (see 2 above). To claim these allowances a Member must have first incurred expenses and a receipt must accompany the claim. All claims must be submitted to the Members' Services Manager.

4.2 Travel and subsistence inside the Borough should be met from the Basic Allowance with the exception of arrangements concerning use of taxis as set out above.

#### 5. **Subsistence (for Approved Duties outside the Borough)**

5.1 This must involve an absence from home, for a minimum of four hours, whilst undertaking an Approved Duty. N.B. The figures quoted are for the Municipal Year 2009/10 and in line with the Officer scheme will be updated from 1 April each year. Claims will be met at the rate(s) prevailing at the time.

a.	Breakfast Allowance	£7.08	(n.b. more than four hours away from home before 11 a.m.)
b.	Lunch Allowance	£9.74	(n.b. more than four hours from home including the period 12 noon – 2 p.m.)
c.	Tea Allowance	£3.84	(n.b. more than four hours from home including the period 3 p.m. – 6 p.m.)

d.	Evening Meal Allowance	£12.03	(n.b. more than four hours from home ending after 7 p.m.)
e.	Overnight Allowance		There are no specific guidelines in relation to overnight accommodation but pre-approval of rates is normally required. This would usually be looking in the price range of a medium rate hotel.

5.2 The amount of subsistence allowance that may be claimed should not exceed the actual cost to the Member concerned of meals, accommodation and out of pocket expenses.

## 6. **Travel (for approved duties outside the Borough)**

6.1 It is expected that Members of the Council will always use the most cost effective option available for approved duties. Where public transport is used Members must travel standard class and receipts must be provided to support claims.

6.2 Where a Member has to use a private vehicle for an approved duty, the mileage is paid from their normal place of residence to the place where the approved duty takes place; and the return journey home. The rate payable per mile is the same as that paid to Officers, 46.9p per mile.