

## Part 6 - Members Allowances Scheme

### SOUTH BUCKS DISTRICT COUNCIL

#### MEMBERS ALLOWANCES SCHEME

The South Bucks District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991 and the Local Authorities (Members' Allowances) (England) Regulations 2001 hereby makes the following scheme:

1. This scheme may be cited as the South Bucks District Council Members' Allowances Scheme, and shall have effect from 1 April 2011 until 31 March 2012.
2. In this scheme,  
  
"councillor" means a member of the South Bucks District Council who is a councillor;  
  
"year" means the 12 months ending with 31 March.

#### Basic Allowance

3. Subject to paragraph 7, for each year a basic allowance of £4,100 shall be paid to each councillor. The allowance is intended to recognise the time commitment of all councillors, including such calls on their time as meetings with officers, with constituents and also attendance at political group meetings. It is also intended to cover a Member's ICT costs as well as incidental costs such as the use of their homes, computer consumables, telephones, postage etc. and any incidental travelling not being travelling to meetings which is claimable under paragraph 9 below.

#### Special Responsibility Allowances

4. (1) 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.  
  
(2) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

#### Co-optees Allowance

5. A co-optees allowance is payable to non-members of the Council co-opted or appointed to serve as members of a Committee of the Council. The allowance payable is on a per meeting basis and is set at £56 per meeting. Where the co-optee is the Chairman of the Standards Committee, an allowance of £680 per annum will instead be payable.

#### Renunciation

6. A councillor may by notice in writing given to the Director of Resources elect to forego any part of his or her entitlement to an allowance under this scheme.

#### Part-year Entitlements

7. In the event of any change in entitlement to an allowance due to the term of office of a councillor beginning or ending, the commencement or termination of special responsibility or a revision to the allowances scheme, allowances will be paid pro rata for the particular period.

## Claims and Payments

8. (1) Payments shall be made
  - (a) in respect of basic and special responsibility allowances, in instalments of one-twelfth of the amount specified in this scheme each month;
  - (b) in respect of travelling and subsistence allowances each month in respect of claims received in accordance with sub paragraph (2) below.
- (2) Claims for travelling allowance and subsistence allowance shall be made in writing within two months of the date of the approved duty in respect of which the allowance arises.
- (3) A claim shall include, or be accompanied by, a statement by the councillor that he or she has not made and will not make any other claim in respect of the matter to which the claim relates.

## Travelling Allowance and Subsistence Allowance

9. Where a councillor incurs expenditure on travelling or on subsistence for the purpose of enabling him to perform an approved duty in schedule 2, the councillor will be entitled to receive payment by way of travelling allowance or subsistence allowance at such rates as are set out in Schedule 3. Claims should be submitted as set out in paragraph 8.

## Dependant Carers Allowance

10. A dependant carers allowance will be paid to a councillor based on actual costs incurred up to £6.70 per hour, payable for the length of the qualifying duty plus reasonable travelling time, subject to a maximum of £2,050 (50% of the basic allowance). Dependants are defined as children aged 14 or less, or relatives and partners requiring a carer to be in attendance. A carer is defined as anyone over the age of 16 who is not part of the councillor's household.

## SCHEDULE 1

### SPECIAL RESPONSIBILITIES

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

Leader of the Council .....	£10,250
Deputy Leader.....	£4,510
Cabinet Member .....	£4,510
Chairman of Council.....	£3,280
Vice-Chairman of Council .....	£1,350
Chairman of Overview and Scrutiny Committee.....	£3,280
Chairman of Planning Committee.....	£3,280
Chairman of Licensing Committee .....	£3,280
Chairman of Personnel Committee .....	£680
Chairman of Audit Committee .....	£680
Leader of a political group .....	£680

(Notes: (1) No Member shall receive more than one special responsibility allowance.

(2) For the allowance for the Chairman of the Standards Committee, see paragraph 5 - Co-optees Allowance above).

## SCHEDULE 2 APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of payment of travelling allowance:

- (a) any meeting of the Council or of any Committee, Panel or Group of the Council;
- (b) any meeting of a body to which the Council makes appointments or a Committee or Sub-Committee of that body where the Councillor attends as the Council's nominated representative;
- (c) any meeting of the cabinet;
- (d) attendance in pursuance of any standing order requiring a member to be present while tender documents are opened;
- (e) the inspection of land or property in connection with the discharge of any function of the Council.
- (f) Any informal meeting of the Cabinet called by the Leader, together with meetings involving one or more Members of the Cabinet at the Council Offices, as long as such meetings are for the purpose of discussing legitimate Council business relevant to that Member in their role within the Cabinet, and any similar meeting attended by the Chairman of the Overview and Scrutiny Committee, as long as the meetings involve at least one senior officer of Business Unit Head status or above.

**SCHEDULE 3**  
**TRAVELLING AND SUBSISTENCE**

1. The following rates of Travelling Allowance and Subsistence Allowance are claimable in accordance with paragraph 9.

(a) **Motor Mileage Allowances**

	<b><u>451 - 999cc</u></b>	<b><u>1000 - 1199cc</u></b>	<b><u>1200cc plus</u></b>
Per mile (first 8,500 miles)	42.9p	47.7p	60.1p
Per mile (over 8,500 miles)	11.7p	12.2p	14.2p

(b) **Day Subsistence** - in the case of an absence, not involving an absence overnight from the usual place of residence:-

- (i) Breakfast allowance (more than 4 hours away from normal place of residence before 11.00 a.m.) £5.57;
- (ii) Lunch allowance (more than 4 hours away from normal place of residence including the lunchtime between 12 noon and 2.00 p.m.) £7.70;
- (iii) Tea allowance (more than 4 hours away from normal place of residence including the period 3.00 p.m. to 6.00 p.m.) £3.04;
- (iv) Evening meal allowance (more than 4 hours away from the normal place of residence ending after 7.00 p.m.) £9.53.

2. The motor mileage rates are those applicable for staff (the casual user allowance) and have been capped at 45.0p per mile with effect from 5 April 2011.