

## PART 5 - MEMBERS' ALLOWANCES SCHEME

*Approved by council 20 March 2018 and updated April 2019  
in line with the basic annual NJC pay award*

- Any enquiries about the operation of this scheme should be addressed to  
The Head of Governance & Policy, Shire Hall, Warwick CV34 4RL
- Any enquiries about the duties of councillors should be addressed to the  
Strategic Director (Resources), Shire Hall, Warwick CV34 4RL

1. This scheme is made under the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.

### 2. Basic Allowance

Each elected member of the county council is entitled to receive a basic allowance of £9,637.

As a matter of principle, the basic allowance recognises that there is a voluntary element to the work undertaken by elected members and therefore does not set out to fully recompense all work undertaken.

3. The basic allowance is a contribution to the time spent by elected members in performing their duties and to cover any other incidental costs.

4. Elected members who hold one of the appointments listed in the following table are entitled to receive a **special responsibility allowance** at the rate shown per annum. Members holding more than one post attracting a special responsibility allowance may only claim one special responsibility allowance. (The monitoring officer will apply the higher special responsibility allowance, unless advised otherwise.)

5. On appointment elected members are required to confirm in writing to the joint managing director (resources) whether they wish to receive the basic allowance and any special responsibility allowance. A member (including a co-opted member) may elect at any time by notice in writing to the Monitoring Officer to forgo any part of their entitlement to an allowance under the scheme.

6. Entitlements to basic, special responsibility and co-optees allowances will be calculated pro-rata taking into account the day on which a member takes office and/or is appointed to a post attracting a special responsibility or co-optees allowance and the day such office or appointment ends. Such allowances are normally paid monthly in arrears.

7. The basic, special responsibility and co-optees allowances will be increased in line with the basic annual NJC pay award increase (excluding the National Living Wage).

### 8. Special Responsibility Allowances (SRAs)

SRAs are payable from the date of appointment to office.

	£
Leader of the Council	24,137
Deputy Leader of the Council	14,482

Cabinet Member	10,763
Chair of the Council	5,783
Vice-Chair of the Council	2,893
Overview and Scrutiny Committee Chair	5,783
Overview and Scrutiny Committee Vice-Chair	2,147
Regulatory Committee Chair	5,783
Regulatory Committee Vice-chair	2,920
Audit and Standards Committee Chair	4,494
Pension Fund Investment Sub-Committee Chair	4,494
Adoption Panel Member (County Councillor)	1,020
Fostering Panel Member (County Councillor)	1,020
Chair of Warwickshire Police and Crime Panel when the Chair is a nominated County Councillor representative on the Panel	3,060
Leader of an Opposition Group* representing at least 10% of the membership of the council	8,376
Deputy Leader of an Opposition Group* representing at least 10% of the membership of the council	5,011
Leader of an Opposition Group* representing less than 10% of the membership of the council	536

Conservative group spokespersons to be determined by the group leader and notified to the council from a total allocation of £14,000.

Liberal Democrat group spokespersons and Labour group spokespersons have an allocation of £1,000 x number in their group to be allocated as determined by the group leader and notified to the council.

*\* An opposition group is defined as a group not represented on the cabinet.*

## 9. Co-optees Allowance

A co-optee is a non-elected member of the council who is a member of a committee or sub-committee of the council.

An allowance of £1,238 is payable to any co-optee who is not paid by or in receipt of allowances from their nominating body.

## 10. Travelling allowances

These may be claimed by members for the duties listed in the appendix in accordance with the provisions set out below. Claims must be made within two months from the date of the event for which the allowance is claimed.

### Public Transport

- i. Reimbursement for travel by public transport will not exceed the amount of the standard fare. In the case of rail travel, this will include the cost of a seat reservation.
- ii. Members may also claim for the cost of disability railcards or senior railcards where these are used to the council's advantage to reduce fares incurred on council business.
- iii. For the avoidance of doubt, the cost of first-class rail travel will not be reimbursed.
- iv. Receipts for all travel must be provided.
- v. Members should, wherever feasible, take advantage of the countywide travel pass scheme for residents over 60 which allows free travel on local bus services within the county.

**Taxi Cab**

Taxi cab fares (including a reasonable gratuity) may be reimbursed in cases of urgency or when no public service is reasonably available. Receipts must be provided.

**Air or Sea**

Air or sea fare may be reimbursed if the rate compares reasonably with the cost of alternative means of travel and/or having regard to the likely savings in time. In respect of travel by air or sea, this must be agreed in advance with the democratic services manager. Receipts must be provided.

**Insurance**

It is essential that a member's own motor vehicle insurance policy covers them when using their own vehicle on county council approved duties.

**Member's Private Vehicle**

The rates for travel by motor vehicle (excluding motor cycle) are 40p per mile. Claims should be based on travel from the member's home address or from the actual starting point, whichever is the shorter. The monitoring officer will agree a standard mileage from the member's home to Shire Hall for each member. If a passenger is carried on any journey, an additional 10p per mile may be paid in respect of each passenger, provided it is economical to do so. The name of any passenger(s) must be entered on the claim form for that journey.

**VAT Receipts**

Claims for mileage should be accompanied by a VAT receipt issued in the month of the claim.

**Motorcycle or Bicycle**

The rate for motorcycle or bicycle is 20p per mile.

**Hired vehicle**

The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it.

**11. Subsistence allowances**

These may be claimed by members for the duties listed in the appendix subject to the following provisions:

The council will reimburse actual costs up to the maximum subsistence rates agreed for officers. Receipts must be provided with all claims and the claim for subsistence must be made within two months from the date of the event for which the allowance is claimed.

Subsistence will not be paid when lunch or tea is provided – for example on days of full council.

**Subsistence will not be paid for alcoholic beverages.**

***The rate of subsistence shall not exceed figures shown below without the prior agreement of the strategic director for resources.***

1. In the case of an absence, not involving an absence overnight, from the usual place of residence:
  - a. of more than 4 hours including the period between 12noon and 2pm (lunch allowance), £6.50.
  - b. of more than 4 hours ending after 7 pm (evening meal allowance), £8.00.
2. In the case of an absence overnight from the usual place of residence the cost of accommodation (including breakfast) **should not exceed £80 outside of London, or £100 in London.** These rates shall be deemed to cover a continuous period of absence of 24 hours.
3. The rates at (2) can only be exceeded if there are exceptional circumstances and members should consult the democratic services manager for approval or may be required to pay any excess above the rates.

## 12. Dependant carer's allowance

may be claimed by members who incur expenditure on the care of children or other dependants for the duties listed in the Appendix in accordance with the following provisions.

The event requires the member to provide care for a person who normally lives with the member as part of the member's family

A carer is any responsible mature person who does not normally live with the member as part of the member's household.

Receipts must be provided with all claims for the allowance and the claim must be made within 2 months from the date of the event for which the allowance is claimed.

The sum claimed is the lower of the actual paid or the applicable maximum hourly rate below, updated as appropriate following the annual review of rates undertaken by the Strategic Director for People.

Dependant	R Rate per hour
A child below school age or a child under 14 years of age outside school hours	£5.50 *
An elderly, sick or disabled dependant requiring constant care	£18*

\*This rate can only be exceeded if there are exceptional circumstances and members have prior approval of the Democratic Services Manager.

## **Members' Allowances Scheme**

### **Appendix: Duties of councillors for which travel expenses may be claimed**

1. All formal meetings arranged by the county council for the conduct of county council business.
2. All consultation meetings arranged by the county council for which the member's attendance is required or where the business directly affects the member's electoral division.
3. All meetings of bodies to which the member has been appointed as the county council's representative by the council, cabinet, Regulatory Committee or area committee, including meetings of companies in which the county council has an interest as the nominated director. (Note: this does not include acting as a representative of the council on a school governing body.)
4. Participation in delegations or attendance at conferences approved by committees.
5. Seminars and training sessions arranged by the county council which are open to all members or open to all members of a particular committee and any individual training or development sessions approved by the democratic services manager.
6. Pre-agenda briefing meetings with officers, taking place before committees, etc. and to which all parties are invited.
7. Consultation and briefing meetings with officers by members of the cabinet or others with special responsibility holding appointed or elected positions.
8. Group meetings.
9. Surgeries.
10. Meetings of a parish or town council in the member's own division.
11. 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, its committees or sub-committees.