



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough

Members' Allowances Scheme

July 2023

Table of contents

Introduction3

Basic allowance3

Special responsibility allowance (SRA)3

Approved duties4

Civic allowances.....6

Travel and subsistence for approved duties.....6

Subsistence* rates6

Accommodation* rates7

Travel rates7

Mileage & passenger miles7

Public transport8

Incidental expenses.....8

Reclaiming expenses8

Dependent carers' allowance9

Co-optees.....9

Indexing.....9

Introduction

In 2019 the Council underwent a review of Members allowances. A fourth review by the Independent Remuneration Panel was conducted in July 2019 and was approved at a meeting of Full Council on 19 September 2019. The basic allowance will apply from 7 May 2019 and Special Responsibility Allowances (SRA) from 24 May 2019.

Basic allowance

The basic allowance of £10,420 per annum (paid in 12 equal instalments on the 24th of each month) is paid to recognise the time commitment of all Councillors, including an element for incidental expenses as laid out in the statutory guidance (2006) paragraph 10:-

“Basic allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs such as the use of their homes.”

Although Members invariably work from home, Addenbrooke House is considered the primary place of work by HMRC. Facilities are available for your use in the Members' Room on third floor. For personal safety reasons, it is not recommended that Members use their homes to meet constituents. Alternative arrangements should be made in a public place such as library, community centre or Council building.

The Panel arrived at the recommended basic allowance on a notational expected input of 104 days per year. In qualifying for the basic allowance, there is an expectation that Members will undertake the following duties:

- Attend Full Council meetings
- Sit on at least one scrutiny committee (and their task and finish subgroups), and/or
- A regulatory committee
- Prepare, read and travel for Council-related meetings
- Attend to ward and constituent issues and concerns
- Sit on at least one outside body as a representative of the authority
- Meet with other local actors in partnership working
- Attend a training event at least twice a year.

Special responsibility allowance (SRA)

The following positions attract a Special Responsibility Allowance (SRA) in addition to the basic allowance as determined by the Panel in accordance with statutory guidance:-

Position	£
Leader of the Council	32,660
Deputy Leader	20,572

Cabinet Member (Cabinet must consist of 3 and 10 Members incl. Leader)	15,628
Opposition Group Leaders (minimum of 4 Members)	See Below
Speaker	3,163
Chair of Scrutiny Management Board	9,440
Chair of Scrutiny Panels	8,652
Chair of Planning	10,419
Chair of Licensing Committee	10,419
Chair of Audit Committee	8,682
Chair of Health & Wellbeing Board	8,682
Chair of Governance Committee	4,341
Chair of Boundary Review Committee	4,341
Vice Chair of Planning	4,341
Chair of Appeals Committee	3,160
Vice Chair of Licensing Committee	3,160

The total allowance payable to Opposition Group Leaders (with groups of 4 or more Members) is £17,874. This should be divided equitably between those Group Leaders based upon the total number of members in each group.

It is a condition of the scheme that a Member can receive no more than one SRA even if he/she occupies more than one position which has an SRA entitlement.

The council also appoints to the following positions where an SRA does not apply:-

- Deputy Speaker
- Chairman of Council Constitution Committee
- Chairman of Personnel Committee (traditionally the Leader).

Allowances are also paid to Members appointed to:-

Position	£
Combined Fire Authority	2,916
Fostering and Adoption Panel	£4,112
Police & Crime Panel	Reasonable reimbursement of expenses

Approved duties

The general principle that has been applied by the Panel to the definition of approved duties is that a Member must either be engaged in formal council business or is acting as a representative of the council. Consequently, a definitive list of what constitutes an approved duty for which Members can claim the relevant travel and subsistence allowances are detailed as follows:-

1.	Meetings of the Full Council including call-in and including any other Members who have been invited to attend the call-in.
2.	Meetings of committees established by the council (or any formal sub-committee or informal working group established by one of these committees) for example Standards, Audit, Scrutiny, Planning and Licensing Committee.
3.	Cabinet meetings.
4.	Member working groups established by the council.
5.	Other meetings approved by the council (for example Telford & Wrekin Parishes Forum, Employee JICF).
6.	Representing the council on an outside body as long as it is included in the list of outside bodies approved by the cabinet or has been approved by a commission, committee or board.
7.	Attendance at any other meeting or duty authorised by the council, cabinet, or committee, for example site visits, ceremonies and official visitations as representatives of the council.
8.	Political meetings involving more than one political group, for example Members briefings, Group Leaders meetings.
9.	Briefings for the Chair and/or Vice Chair for any of the council's committees or for the Cabinet.
10.	Surgeries up to a maximum of one per month.
11.	Attendance at any training provided within the Member Learning and Development Programme or organised by the council, cabinet or committee.
12.	Meetings with Government Ministers and/or Civil Servants, Shadow Ministers, National Party Spokespersons and MP's.
13.	Meetings with Senior Officers (Senior Officers are the Corporate Directors and Heads of Service) and meetings with the Leader, Deputy Leader and / or the Cabinet.
14.	If attending an EGM, Members have the right to claim exceptional payments from place of work if outside the council district or where they may be temporarily residing at the time if not within the council district.
15.	Attendance by the Leader or Deputy Leader or other Member nominated by the group at one party political conference per annum.

Attendance at the following is **not** an approved duty:-

- Parish or Town Council meetings either as a Parish or Town Councillor or at the invitation of the Parish or Town.
- School Governing Body where the Member is a Governor.
- Single party briefings and political party meetings except those as detailed in 15 above.
- Attendance at any of the meetings listed in 1 to 5 above if the member attends as a substitute and the full member is in attendance, ie. the substitute attends voluntarily.

Civic allowances

The Panel clarified the position on civic allowances which are paid under the 1972 Local Government Act and are not special responsibility allowances. The following allowances are paid to the post holder to help defray the cost of holding office:-

Position	£
Mayor	6,147
Deputy Mayor	3,281

Travel and subsistence for approved duties

The Independent Remuneration Panel recommended a travel and subsistence scheme which the Council subsequently approved. The scheme allows for travel (in and outside the Borough) and subsistence (outside the Borough only) to be reimbursed for 'approved duties'.

Wherever possible you should arrange meals, accommodation and travel through the Council which pre-books and pays on receipt of an invoice. When this is not practicable, you can reclaim costs incurred in line with the current rates:-

Subsistence* rates

Actual expenditure can be claimed up to the following maximums**:-

Breakfast	£5.61
Lunch	£5.61
Evening Meal	£11.21

***Please note subsistence does not extend to alcoholic beverages or sundry items.**

**** Rates will be reviewed in line with officer rates.**

Accommodation* rates

Actual expenditure should be claimed up to the following maximums:-

Outside London	£100.00
In London	£120.00

***Indexed to the same increase that may be periodically applied to officer subsistence rate.**

Travel rates

Travel should be made by the most cost effective method. Car sharing is encouraged.

Mileage & passenger miles

Mileage can be reclaimed at the following rates:-

Vehicle	Business Miles Travelled	
	First 10,000 miles (per mile)	Over 10,000 miles (per mile)
Cars & vans*	45p	25p
Motorcycles	24p	24p
Bicycles	20p	20p
Passengers*	5p per passenger	5p per passenger

***Mileage and passenger mileage indexed to approved mileage allowances payment (AMAP) rate as published by HMRC.** Passenger mileage may only be claimed for carrying fellow Councillors to an approved duty who are also eligible for the same travel allowance.

When claiming mileage you must complete a monthly claim for Members expenses form and sign the declaration to confirm that you hold a current full drivers licence and that any vehicle used by you is adequately insured for business use and has both a valid MOT certificate.

By signing the declaration you are also confirming that all journeys begin and end at your home address unless otherwise stated on the form. Please note that mileage claims for approved duties taking place at Darby House (your primary place of work), will be subject to tax.

The council cannot reclaim the VAT on mileage without a supporting VAT receipt (valid receipts show the VAT number). Please ensure all claim forms are submitted with an original VAT receipt in order to comply with legislation and assist the financial position of the authority. It is sufficient to submit **one fuel receipt per claim form**, it is not necessary

to obtain a receipt for every journey made. Claims submitted without an original VAT receipt will be rejected. Photocopies cannot be accepted.

Public transport

Journeys by public transport which includes rail, bus, taxi and tube is capped at the standard class 'walk up' fare cost or actual cost if less. If Members pre-book in advance and the cost of first class carriage is less or equal to standard class published walk-up fare then travel by first class is permissible.

Incidental expenses

Claims for car parking charges and use of toll roads where necessary may be made when supported with an original valid receipt. Photocopies cannot be accepted.

Reclaiming expenses

When reclaiming expenses incurred in line with the terms of the scheme, it is your responsibility to complete a claim form and return it to Member Support by the 5th of the month along with all original supporting receipts.

Your completed claim form must be clearly written or typed and include a full description of the approved duty along with the date(s) on which it was carried out and the venue at which it took place. Acronyms should be avoided and Members should be unambiguous in laying out the details of the claim. You should also include the category of approved duty as detailed under section 3 above. Please note that forms which have not been fully completed will be returned to you for completion as they cannot be amended by the processing officer. Claims can only be paid in accordance with the approved scheme, to do otherwise would be in breach of council policy.

You must ensure that you sign your claim form as it cannot be accepted without a signature.

Normally claims can only be made for expenses incurred personally by you in carrying out an approved duty and not for those of any other member. If you are dining with other members for example, you should each pay separately and reclaim for your individual expenses if at all possible. However, if one member of the group elects to pay for the expenses incurred by all other members present, only the paying member can make an expenses claim. You will only be reimbursed for the actual expenditure of each individual member up to the maximum permitted amounts in line with the terms of the scheme.

Claims for travel by public transport, car parking, subsistence or accommodation will not be paid without a valid original receipt unless exceptional circumstances can be demonstrated.

If you require any guidance or assistance in completing the Monthly Claim for Members expenses, please contact Member Support on 01952 383540.

Dependent carers' allowance

The allowances can be claimed at the following rates on completion of the appropriate registration forms. More information can be found at the Appendix to this Scheme.

	£
Childcare Allowance	maximum hourly rates set at the applicable Real Living Wage
Other Dependent Relatives allowance	maximum hourly rate set at the applicable Real Living Wage

Co-optees

The following annual payments can be made to co-optees in lieu of expense claims for travel and subsistence:-

	£
Audit Committee	312
Scrutiny Committee	312

Indexing

All allowances are indexed to the annual local government percentage salary increase as implemented each April for the following municipal year (i.e. the percentage increase approved by the National Joint Council (NJC) for Local Government Services to the 49-point spinal column.)

Appendix – Claiming for Carers' allowance

Carers' Allowance may be claimed for the following activities:

- a meeting of the authority;
- a meeting of a committee or sub-committee of the authority;
- a meeting of Cabinet;
- a meeting of a committee of Cabinet;
- a meeting of any other body to which the authority makes appointments or nominations;
- a meeting of a committee or sub-committee of any other body to which the authority makes appointments or nominations;
- a meeting which has both been authorised by the authority, a committee or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a subcommittee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups);
- a meeting of a local authority association of which the authority is a member;
- duties undertaken on behalf of the authority 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;
- duties undertaken on behalf of the authority 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;
- duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996;
- a meeting of an Area Housing Forum; and
- attendance at Ward Surgeries.

The list is not exhaustive, so other activities may also allow a claim to be made.

Carers should be aged 18 or over, and care payments will not be made to or for members of the Councillor's immediate household.

Payments may also be claimable in respect of children aged 15 or under or in respect of other dependents where there is medical or social work evidence that care is required.