

SCHEME FOR MEMBERS' ALLOWANCES



Approved by Council 23 February
2022 to start from Annual Council
2022, revised 11 May 2022 Council,
revised 11 Oct 2022 to revised SCP for
uprating as correction following
realignment of SCPs in 2019
Revised Council Dec 22 to allow for
pay award backdated to May 2022
Revised Council Jan 24 to allow for
pay award back to May 2023

FOREWORD

Subject only to the requirements of commercial or personal confidences which must be maintained, Warwick District Council is committed to be open with the public about its activities and to encourage people to communicate their views. In keeping with its aim for openness this scheme is published on the Council's website, along with details of amounts paid to individual members.

The Council has considered the report of the Independent Remuneration Panel of August 2022 and has implemented the recommendations of the Panel.

Following pay awards and approved amendments it is anticipated that the overall cost of the members allowances scheme will be £359,814.38 per annum - an average of around £8,177.60 per year for each member. Although this is an average, some members are paid more because of their particular responsibilities.

Graham Leach
Democratic Services Manager &
Deputy Monitoring Officer

SCHEME FOR MEMBERS' ALLOWANCES

Warwick District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, has made the following scheme for Members' Allowances.

1. Definitions

In this scheme:-

- a) "Councillor" means a member of the Warwick District Council who is a Councillor;
- b) "Co-Optee" means a person who serves on the committees or sub-committees of an Authority but who is not a member of an Authority,
- c) "Year" means the twelve months ending with the Annual Meeting of the Council.

2. Basic Allowance

Subject to paragraph 5, for each year a basic allowance, as of 19 February 2025, of £6,517.19, shall be paid to each Councillor. The Members Allowances Scheme for 2024/25 was updated by 2.78% and back dated to Annual Council on 14 May 2024 in line with the Paragraph 7 of the members allowances scheme.

3. Special Responsibility Allowance

- a) 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 the scheme.
- b) Subject to paragraph 5, the amount of each such allowance shall be the amount specified against that special responsibility in that scheme.
- c) Only one special responsibility allowance will be payable, and this will normally be the largest for which the Councillor is eligible.

4. Renunciation

A Councillor may by notice in writing given to the Democratic Services Manager & Deputy Monitoring Officer elect to forego any part of his/her entitlement to an allowance under this scheme.

5. Part Year Entitlements

- a) This part of the scheme deals with entitlement to allowances where during any year:- the scheme is amended; a Councillor is elected to or leaves the Council; or a Councillor takes on or gives up a position for which a special responsibility allowance is payable.
- b) Any changes affecting special responsibilities will result in pro rata payments from the date of the change.
- c) Newly elected Councillors or Councillors leaving the Council during the year will be entitled to basic allowance pro rata to the full year allowance.
- d) Councillors entitled to special responsibility allowances for part only of any year will be paid a pro-rata amount.

6. Payments

Payments shall be made of basic and special responsibility in instalments of one-twelfth of the amount specified each month, subject to the amount due being adjusted in accordance with paragraph 5.

7. **Up-rating**

The allowances identified in paragraphs 2 and 3 above shall be increased by the annual local government pay percentage increase as agreed each April (linked to spinal column point 38 of the NJC scheme) to be implemented the following May in that year from the date of the Council Annual Meeting.

8. **Travel and Subsistence Allowances**

- a) Councillors shall be entitled to claim allowances for the cost of certain travel and subsistence, as prescribed in Schedule 3 to this scheme.
- b) These allowances will be the same rates as applicable to employees except in the case of the car, bicycle and motorcycle mileage which will be the allowance to the rates prescribed by HMRC.

9. **Vice Chair's Expenses**

For those occasions where the Vice Chair of the Council is required to attend official functions but does not have use of the civic car, it will be appropriate for the Vice Chair to be reimbursed any car travel expenses incurred, in accordance with the rates set out in Schedule 3.

11. **Dependents' Carers**

- a) A dependents' carers' is a contribution to rather than full reimbursement of carers' expenses payable to members who incur expenditure on the care of children or dependants on approved duties only.
- b) The event requires the member to provide care for a person who normally lives with the member as part of their family and who is:
 - i) a child under 14
 - ii) an elderly or disabled dependent requiring care.
- c) the maximum payable rate, upon production of receipts is as follows:
 - (i) Childcare = the National Living Wage
 - (ii) Elderly/Disabled care = hourly rate charged by Warwickshire County Council for a Home Help.

12. **Disabled Allowance**

Payment of an allowance to disabled members to assist them in carrying out their duties. This would be at the same level of support that would be offered to disabled officers. Decisions to provide support and at what level to be taken by the Monitoring Officer and Head of Finance jointly.

13. **Co-Optees Allowance**

Payment of an allowance to a Co-Optee means a person who serves on the committees or sub-committees of an Authority but who is not a member of an Authority £337.76

14. **Maternity, Paternity, Adoption Leave**

The member has a continued right of remuneration for when they take maternity, paternity or adoption leave for up to a period of 12 months, subject to the legal attendance requirements as defined within the Local Government Act 1972.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as the special responsibilities in respect of which special responsibility allowances of the amounts shown are payable:-

| | |
|--|---------------------|
| Leader of the Cabinet | £18900.08 per annum |
| Deputy Leader & Portfolio Holder | £9450.61 per annum |
| Portfolio Holders on Cabinet | £8505.21 per annum |
| Chair of Overview and Scrutiny Committee | £4714.73 per annum |
| Chair of Audit & Standards Committees | £ 4714.73 per annum |
| Chair of Housing Scrutiny Committee | £4714.73 per annum |
| Chair of Planning Committee | £6615.55 per annum |
| Chair of the Licensing & Regulatory Committee | £4714.73 per annum |
| Chair of the Warwick District Towns Conservation Area Advisory Forum | £945.41 per annum |
| Chair of Employment Committee | £1889.66 per annum |
| Member of Planning Committee (excluding Chair) | £661.90 per annum |
| Leader of Main Opposition Group (minimum of 4 members) | £4714.73 per annum |
| (That if there are two Main Opposition Groups of equal size then the Main Opposition Group Leader's SRA is divided equally between each Main Opposition Group Leader. The same principle should be extended in the highly unlikely event that there are more than two Main Opposition Groups of equal size.) | |
| Leader Other Opposition Groups | £1889.66 per annum |
| <i>(Where Group has reached threshold of 4 Members)</i> | |
| Chair of a Programme Advisory Board | £378.39 per annum |

NB: the above are subject to the requirements of the scheme as outlined above.

SCHEDULE 2

MEETINGS QUALIFYING FOR TRAVEL & SUBSISTENCE ALLOWANCE

Travelling and Subsistence allowances may be claimed as follows so long as the meeting is outside the District:-

- (i) Attendance at a meeting of the Council, the Cabinet, or any of its Committees or Sub-Committees, including training seminars arranged for members.
- (ii) All meetings held as pre agreed briefings as part of the Council's Committee timetable between any Committee, Policy or Scrutiny Chair, or Portfolio Holder and appropriate briefing officer of the Council.
- (iii) Attendance at any meeting which may be arranged to discuss matters affecting the work of the Council, provided such meeting is recognised in advance by the Head of Finance and Group Leaders.
- (iv) Attendance at Council, Committee and Sub-Committee meetings of the Association of District Councils and the Local Government Association.
- (v) Attendance at Council, Committee and Sub-Committee meetings of the West Midlands Provincial Council or carrying out Provincial Council duties.
- (vi) Attendance at meetings of a Working Party and Forum or Study Group formally appointed by the Council or one of its Committees.
- (vii) Attendance as an appointed representative of the Council at meetings with, or delegations to, local authorities or public bodies.

- (viii) Attendance as an appointed representative of the Council at meetings of a Study Group or Working Party appointed by another local authority or public body.
- (ix) Attendance as an official Council representative at meetings of bodies or organisations on the list retained by the Monitoring Officer.

SCHEDULE 3

MEMBERS TRAVELLING and SUBSISTENCE ALLOWANCES

GENERAL

All references in this schedule to travel and subsistence allowances are subject to the overriding requirement that they relate to a duty under Schedule 2.

A. TRAVEL

Expenses for travel within the District on approved duties cannot be claimed for.

Out of District on approved duties:

The most cost-effective method of transport should be used. (This is usually public transport). Receipts must be supplied for all public transport journeys

Travel by car to be at the rate set by HMRC currently 45p per mile, plus HMRC passenger supplement of 5p for each passenger for each mile.

Travel by train to be at standard class.

Exceptional circumstances requiring first class travel require the prior approval, in writing, from the Chief Executive.

Other types of journeys requiring different modes of travel require the prior approval, in writing, from the Chief Executive

Car parking fees on provision of receipt can also be claimed.

Requirement for Business Use Insurance

Members are reminded that if you use your own vehicle on Council business, then you should ensure that the vehicle is insured for business use and for third party claims e. g. passengers.

The mileage allowance includes an element to cover you for these costs.

B. SUBSISTENCE

Subsistence cannot be claimed for any duties within the District.

On approved duties outside the District the maximum rates of subsistence apply subject to the submission of receipts:

| | | |
|------------------------|----------------------------------|---|
| Breakfast | Up to £7.58 | where travel starts before 6.30 am |
| Lunch | Up to £10.44 | For all day events where food is not provided |
| Tea | Up to £4.12 | Where events finish at or before 8.30pm |
| Dinner | Up to £12.93 | Where events finish after 8.30 pm |
| Out of Pocket Expenses | £5.72 per day or £23.84 per week | Where event includes an overnight stay |