

Members' Allowances Scheme

1. This new Scheme is made under, and in accordance with, the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The rates of allowances specified will apply until the Scheme is amended or replaced, in which event the revised rates of allowances will be paid from the date from which the amendment takes effect.
3. Subject to the form to claim allowances being completed at the time entitlement to allowances under the Scheme commences on the date upon which a Member is elected to the Council or is elected or appointed to an office qualifying for special responsibility. The entitlement ceases on the date upon which a Member ceases to hold a qualifying office or ceases to be a Member of the Council. An apportionment of the relevant allowances will be made in the same proportion as the number of days that the Member held Office or was a Member, bears to the number of days in the relevant year.
4. Any Member may by notice in writing to the Chief Executive elect to forego for any period any part of an entitlement to an allowance under the Scheme which will take effect from the date upon which the notice is received by the Chief Executive.
5. Special responsibility and basic allowances will be paid by equal monthly instalments on the 20th day of each month.
6. Except where so authorised by the Chief Executive any claim for travel and subsistence allowances must be made within two months of the date of the duty to which the claim relates.

Basic Allowance

7. Basic Allowance of £6,000 per annum will be paid to every Member of the Council other than any Councillors who formally elect not to receive it.

Special Responsibility Allowance

8. Payments of Special Responsibility Allowances will be made to Members of the Council who hold special offices unless they formally elect not to receive them. Attached as Appendix A is a list of Special Responsibility Allowances which will be paid.
9. Set out separately in Appendix A are details of the Special Responsibility Allowance of £500 paid to Members who serve on the Planning Applications Sub-Committee and the Adoption and Fostering Panels. The Licensing Sub-Committee Members will receive a Special Responsibility Allowance of £750.

Conferences

10. Councillors are entitled to have their Conference fees met and to receive payments at the approved rates for travel and subsistence in respect of the attendance approved by the appropriate Cabinet Member, Committee or the Director of Legal and Administrative Services at conferences held outside the City to discuss matters relevant to the discharge of the Council's functions.

Travel Expenses

11. **Members are entitled to claim payment of Travel Allowances where expenditure has necessarily been incurred to enable them to attend an approved duty, defined as set out in Appendix C at the rates of allowance set out in Appendix B.** Co-opted Members including Members of Education Admissions and Exclusions Appeal Committees and the Independent Member on the Standards Committee are entitled to claim travel allowances for attendance at meetings relating to their co-option at the rates set out in Appendix B.

Subsistence

12. Subsistence may be claimed only for accommodation or meal costs at conferences (approved in accordance with paragraph (i) of Appendix C where such costs are not included in the conference fee, subject to the maximum allowance referred to in Appendix B

Annual Increase

13. Basic allowances shall be increased with effect from 1 April each year (commencing on 1 April 2004) at the percentage rate of the retail price index used in preparation of the City Council's budget.

Payments whilst under Suspension

14. Payments of allowances, basic and special responsibility, shall not be paid to a Member who is suspended or if partially suspended that element of special responsibility allowance which may be payable in respect of an office held by the Member to which the partial suspension relates.

Pensions

15. No Members of the Council shall be entitled to membership of the Local Government Pension Scheme in accordance with Section 7 of the Superannuation Act 1972.

Publication

16. This scheme will be published as required by legislation. At the end of each financial year the City Council is required by legislation to publish the sums paid to Councillors under the Scheme.

**APPENDIX A – SPECIAL RESPONSIBILITY ALLOWANCES WITH EFFECT
FROM 1 December 2003**

Office Holders	Allowances	Total Cost
Leader/Deputy Leader	£	£
Leader of the Council (Chairman of the Cabinet)	35,000	35,000
Deputy Leader of the Council (Vice Chairman of the Cabinet)	10,000	10,000
Cabinet Members		
Each Cabinet Member (excluding the Leader but including the Deputy Leader) (x9)	8,000	72,000
Opposition Leader/Whips		
Leader of the Opposition	4,000	4,000
Chief Whip (Majority)	2,520	2,520
Chief Whip (Minority)	2,520	2,520
Chairmen, Vice Chairmen of Overview and Scrutiny Committees and Chairmen of Overview and Scrutiny Sub-Committees		
Each Committee Chairman (x6)	4,000	24,000
Each Committee Vice Chairman (x6)	1,000	6,000
Each Committee Chairmen (x3)	1,000	3,000
Other Committee Chairmen		
General Purposes	2,500	2,500
Standards	2,500	2,500
*Planning and City Development	4,000	3,000
Planning Applications Sub-Committee (x3)	1,500	4,500
Licensing (x5)	1,500	7,500
Deputy Cabinet and Lead Members		
Each Deputy Cabinet Member appointed to support a Cabinet Member and the Lead Members for Disability and Quality of Life and the Theatre Industry (x11)	1,000	11,000

Panel Members of Licensing Sub-Committee receive a SRA at a special unit of £750. Panel Members of Planning Applications Committees, Adoption and Fostering Panels receive a SRA at a special unit of £500. This separate SRA is not payable to the Chairmen of these Panels in the event that they receive a Chairman's SRA.

*SRA only payable if Chairman is not a Member of the Cabinet.

November 2003

Appendix B

Travel and Subsistence Allowances: Current Rates

(A) TRAVEL

(a) Travel by own private vehicle

Motor Mileage Allowance	Pence Per Mile
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Motorcycles:

Up to 150cc	8.5
151-500cc	12.3
Over 500cc	<u>16.5</u>

Cars & Tri cars:

500cc-999cc	35.8
1000-1199cc	39.9
Over 1199cc	<u>49.4</u>

(b) **Travel by Public Transport**

The ordinary fare or any reasonably available cheap fare actually paid.

(c) **Travel by Taxi**

Members are not permitted to claim for travel by taxi except as part of onward or return travel to or from a conference held outside the City of Westminster where a claim for other travel expenses has or could be made.

(d) **Travel by Rail and Air**

(i) The ordinary fare or any available cheap fare actually paid.

(ii) Actual expenditure incurred on:

Reservation of seats

Sleeping accommodation for an overnight journey

Deposit on portage of baggage

(iii) Travel by Air shall only be allowed when included as part of the formal approval of the attendance at a conference or overseas visit. In the case of overseas visits the cost to be met from the budget of the relevant service.

(e) Additional Travel Expenses

The rates specified above may be increased by not more than the amount of any expenditure incurred on tolls, ferries, parking fees or cost of overnight garaging of a motor vehicle, except that reimbursement of the Central London Congestion Charge shall not be permitted.

(B) SUBSISTENCE

Subsistence claims for the reasonable costs of overnight accommodation or meals not included in the Conference fee can only be claimed, up to a maximum of £150 per day, upon production of relevant receipts.

(C) RECEIPTS

Claims for reimbursement of expenditure by main line rail, air or any other additional expenses, or subsistence, must be accompanied by a receipt.