

# General Purposes Committee

<b>Date:</b>	<b>22 February 2023</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Members' Allowance Scheme 2023-2024</b>
<b>Report of:</b>	<b>Bi-borough Director of Law</b>
<b>Wards Involved:</b>	<b>None</b>
<b>Policy Context:</b>	<b>Fairer Council</b>
<b>Financial Summary:</b>	<b>Members are invited to choose between options. Four of the options presented fit within existed budgets. Option 5 would require a significant uplift in the budget for member allowances which has not been planned for.</b>
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## 1. Executive Summary

- 1.1 The Council is required, if it wishes to pay such allowances, to adopt a Members' Allowances Scheme on an annual basis with effect from 1 April each year. Such a scheme can be amended in year.
- 1.2 In drawing up the Members' Allowances Scheme, regard has been given to the recommendations of the London-wide Independent Remuneration Panel convened by London Councils whose most recent report (2022) is listed with the relevant statutory guidance as background documents.
- 1.4 Westminster has historically paid some of the lowest allowances in London, both in terms of the basic allowance paid to all councillors and special responsibility allowances. Therefore, in order to update the current scheme several options have been explored and these are set out in this report for the Committee to consider.
- 1.5 Separately, an amendment to the Dependents/Carers Allowance policy is proposed which would allow councillors who claim this allowance to do so for one hour either side of a defined duty. This is a change from half an hour either side and it is proposed in recognition of the fact that it may take

Councillors more than half an hour to travel across the city, when allowing for reasonable buffer time. This is also not expected to have a significant financial impact as the allowance is not claimed very often.

## **2. Recommendations**

- 2.1 That the General Purposes Committee recommends to Council for approval one of the Member Allowances 2023-2024 scheme options set out in the report (detailed in Appendices A and B) with effect from 1 April 2023.
- 2.2 That the General Purposes Committee recommends to Council for approval the amendment to the Dependents/Carers Allowance Policy as set out in Appendix B of this report.

## **3. Members' Allowances**

- 3.1 There is a requirement for local authorities if they wish to adopt a Members' Allowance Scheme, that this be done on an annual basis, with effect from 1 April each year. Schemes can be amended at any time during the year.
- 3.2 In February 2022, the General Purposes Committee recommended that Full Council approve an Allowances scheme as well as a provision to increase the Members' Allowances (Basis and SRA) in line with any salary increase for Council staff that may be agreed by the National Joint Council for Local Government Services. This was approved in March 2022. At that point, the 2021/22 staff pay settlement had not been reached. It was subsequently reached and a 1.75% pay increase was therefore automatically applied to Member Allowances with effect from April 2022.
- 3.3 The 2022/23 staff pay award was agreed at a flat amount of £2,355, rather than a percentage uplift. On this basis, London Councils have made a recommendation that the equivalent standard uplift for Member Allowances in this year would be 4.04%. No action has yet been taken on this recommendation.
- 3.4 In drawing up the Members' Allowances Scheme options, regard has been given to the recommendations of the London-wide Independent Remuneration Panel convened by London Councils. The IRP report makes recommendations based on roles as a percentage of the Leader's overall allowance (basic plus SRA). Currently the Leader and most other roles are substantially below where the IRP recommends are there are some significant structural anomalies in terms of the percentages applied to each role. This is set out at Appendix C along with a comparison of what each option in this paper would achieve in terms of % of the Leader's Allowance.

- 3.5 Westminster also pays significantly lower allowances than other London boroughs as set out in the comparison table at Appendix D<sup>1</sup>.
- 3.6 As such, it is acknowledged that Westminster's allowances scheme requires updating to fix the significant structural and historical issues which currently beset it. Various options have been explored setting out how the scheme can be amended, and these are set out below. The costs of each option is set out in Appendix A, these costs are based on the current number of roles appointed to.

### **Option 1 – Freeze All Allowances**

The first option considered is to freeze all allowances at the current level, subject to any changes in the number of roles being appointed to. The current total cost (based on roles appointed to in January 2023) is £928,769, excluding employers National Insurance contributions. This option may be a consideration during the current difficult financial situation as well as factoring in the acceptability of increasing expenditure on members allowances at a time of continuing financial constraint. This option though will not address the number of inequalities and disparities in the allocation of SRAs, and does not keep pace with staff pay awards in anyway, thus exacerbating the underpayment issue currently seen in Westminster's allowances scheme.

### **Option 2 – 4.04% Uplift Across All Allowances**

This option would allow current allowances to keep pace with the staff pay award and represent the simplest solution apart from a total freeze. It would however not address the structural issues with the current allowances system. The effect of this uplift would represent a total cost of £966,291 which is within the budget available.

### **Option 3 - Basic Allowance Increase by 4.04% but SRAs Frozen**

This would see all SRAs frozen at current levels and the basic allowance paid to all councillors increase by the recommended 4.04% to £10,186. The financial impact would be minimal compared to the current position and the budget set last year. The total increase in spend would be £21,357.86 taking the total cost of the scheme to £950,127, thus keeping the overall cost of the allowances system within the budget available. This option would not address the structural issues with the council's allowances system and some SRAs would fall further behind the recommended IRP level.

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<sup>1</sup> It should be noted that not all boroughs have or pay allowances for the same roles.

#### **Option 4 – 4.04% Basic Allowance Uplift and Targeted Approach to SRAs**

This option assumes a 4.04% uplift in the basic allowance but takes a more targeted approach to increasing SRAs, focusing on those roles which are under most pressure or have unique characteristics in Westminster. The recommended 4.04% increase is applied to the role of Leader of the Council in recognition of the citywide leadership role played and the corresponding need to keep pace with recommended increases. To mirror this, the same provision of a 4.04% increase is applied to the Leader of the Opposition. A 4.04% increase is also applied to Licensing and Planning Sub-Committee members which reflects the pressure these roles come under in Westminster which is unique across London, if not the UK due to the volume of applications requiring determination at committee. The same logic is applied to Discretionary Housing Payments Panel, Ratings Advisory Panel and Pension Fund Committee members for a 4.04%.

This option does not apply a flat 4.04% to any other role. Instead, it seeks to rectify some of the most glaring structural anomalies in the current allowances system and accordingly adjust the allowances payable to Deputy Leaders, Cabinet Members and Deputy Cabinet Members using the headroom created by not applying the 4.04% to all other roles as well as a small overall uplift. These roles have been identified as Deputy Leader and Cabinet Member are the two roles with the biggest variance from the IRP recommended level as a proportion of the Leader's overall allowance. The role Deputy Leader is currently 60% of the Leader's overall allowance whereas the IRP recommends 70-80%. In order to differentiate Deputy Leader and Cabinet Member roles (which are also recommended at 70-80%), we have assumed the role of Deputy Leader should be 80% of the Leader's allowance thus giving a 20%-point gap. We have also therefore assumed that the role of Cabinet Member should be at 70% of the Leader's allowance but in Westminster it is currently only 43% leading to a 27%-point gap. In order to bridge this gap, this option sets out modest and incremental steps towards the IRP recommended amount. The role of Deputy Leader would improve to 65% of the Leader's overall allowance under this option (an increase in individual SRAs of 16% or £3,218) and the role of Cabinet Member would improve to 52.5% of the Leader's overall allowance under this option (an increase in individual SRAs of 45% or £5,671).

The IRP does not comment on the Opposition Deputy Leader role and therefore an increase is set out which mirrors the increase outlined for Deputy Leader roles in proportion to the current allowances system. This would result in a £849 SRA increase equivalent to a 16% SRA increase.

Under this option, Deputy Cabinet Member roles would receive a flat £500 SRA uplift which is justified on account of the more active role being undertaken by Deputy Cabinet Members in developing policy.

The overall annual cost of this option would be £998,834, an increase of £69,802 on the current position. This is higher than the existing spend but within the budget currently available.

### **Option 5 – IRP + 4.04%**

This would see the IRP recommendations adopted plus the 4.04% increase recommended by London Councils. This reflects the IRP position from January 2022, adjusted in line with the 2022/23 staff pay award. This would see the total cost of the council's allowances scheme raise to £1,462,564 p.a. – an amount which is not budgeted for. This option would see many SRAs increase, and some substantially so. Other SRAs would decrease which could potentially be problematic in a Westminster context where, for example, licensing and planning Chairs can expect to undertake a heavier workload than in other boroughs.

### **ICT Allowance**

- 3.5 The IT allowance is not changed as part of this review and was paid to those Members requesting it in June 2022.

### **Dependents Allowance**

- 3.6 Separately, an amendment to the Dependents/Carers Allowance policy is proposed which would allow councillors who claim this allowance to do so for one hour either side of a defined duty. This is a change from half an hour either side and it proposed in recognition of the fact that it may take Councillors more than half an hour to travel across the city, when allowing for reasonable buffer time. This is also not expected to have a significant financial impact as the allowance is not claimed very often.

### **Travel and Subsistence Allowance**

- 3.7 The Council's scheme continues to be more restrictive than the Panel's recommendations and only allows for travel claims for approved duties outside of the Greater London area (travel to other London Boroughs is not reclaimable). No change to this part of the scheme is proposed. Reference is included in the scheme to the availability of all zone permits for Members, for use when undertaking official duties.

## **4. Legal Implications**

- 4.1 Under Regulations 4 (1) (a) and (b) of the Local Authorities (Members' Allowances) (England) Regulations 2003 (S12003/1021) there is a requirement that councils must make a scheme in accordance with the Regulations which provides for the payment of an allowance in respect of

each year to each member of an authority. The scheme may provide for paying a basic allowance and any other allowances permitted by the Regulations. Regulation 10 (1) provides that if it wishes to have a scheme for the following year to commence on 1 April, the Council must make the scheme before the start of the year. Under Regulation 10 (3) schemes can be amended at any time during the year and under Regulation 10(6) amendments can take effect from the beginning of the year. The approval of the full Council is necessary for any amendments to existing schemes or the adoption of new schemes.

- 4.2 Regulations relating to Members' Allowances require the publication of the report of the Independent Remuneration Panel, the scheme of allowances and details of the total sums paid to each Member under each category of allowance in each year. The statutory guidance on the publicity requirements suggests that details of allowances paid are made available in one or more newspaper circulating in its area, together with information on the responsibilities of elected Members and the duties and time commitment which the basic allowance is intended to remunerate. Such a notice will be prepared for publication once a scheme has been adopted.

## **5. Financial Implications**

- 5.1 The existing 2022/23 budget is £1,002,800. All proposals of Options 1 to 4 listed in Appendix A are within the existing budget. However, Option 5 is £463,619 (46.2%) above existing budget and for which no funding is currently available.

## **6. Consultation**

- 6.1 The Chief Whips of the Majority Party and Opposition Party have been consulted and invited to provide the views of their respective Groups. Feedback received to date has contributed to the development of certain options, most notably option 4 which both Groups or Whips have given feedback on. All feedback has been incorporated into this report. Any further comments received will be reported at the meeting and factored into the final decision.

**If you have any questions about this report, or wish to inspect one of the background papers, please contact Tristan Fieldsend:  
Email: [tfieldsend@westminster.gov.uk](mailto:tfieldsend@westminster.gov.uk)**

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1972  
BACKGROUND PAPERS**

The documents referred to in compiling this report are as follows:

- Report of the Independent Remuneration Panel for London 2022

## APPENDIX A

Role	Option 1	Option 2	Option 3	Option 4	Option 5
Basic	£9,790	£10,186	£10,186	£10,186	£12,499
Leader	£39,996	£41,612	£39,996	£41,612	£64,601
Deputy Leader	£20,265	£21,084	£20,265	£23,483	£49,181
Planning Sub-Chair	£4,800	£4,994	£4,800	£4,800	£2,921
Cabinet Member	£11,733	£12,207	£11,733	£17,008	£41,471
Leader of the Opposition	£9,599	£9,987	£9,599	£9,987	£26,051
Overall Licensing Chair	£9,599	£9,987	£9,599	£9,599	£18,341
Overall Planning Chair	£9,599	£9,987	£9,599	£9,599	£18,341
Audit and Performance Chair	£8,704	£9,056	£8,704	£8,704	£26,051
P&S Chair	£8,704	£9,056	£8,704	£8,704	£26,051
Licensing Vice-Chair	£5,344	£5,560	£5,344	£5,344	£2,921
Planning Vice-Chair	£5,344	£5,560	£5,344	£5,344	£2,921
Opposition Deputy Leader	£5,344	£5,560	£5,344	£6,193	£10,631
Chief Whip	£5,344	£5,560	£5,344	£5,344	£18,341
Opposition Whip	£5,344	£5,560	£5,344	£5,344	£2,921
Licensing Sub Committee Chair	£4,800	£4,994	£4,800	£4,800	£2,921
Opposition P&S Spokesperson	£4,351	£4,527	£4,351	£4,351	£2,921
Deputy Cabinet Member	£3,263	£3,395	£3,263	£3,763	£2,921
DHP Chair	£3,263	£3,395	£3,263	£3,263	£2,921
Pension Fund Committee Chair	£3,263	£3,395	£3,263	£3,263	£2,921
Standards Committee Chair	£3,262	£3,394	£3,262	£3,262	£2,921
Fostering and Adoption	£3,263	£3,395	£3,263	£3,263	£2,921
Ratings Chair	£3,263	£3,395	£3,263	£3,263	£2,921
Licensing Member	£2,667	£2,775	£2,667	£2,775	£2,921



Planning Member	£2,667	£2,775	£2,667	£2,775	£2,921
DHP Member	£2,175	£2,263	£2,175	£2,263	£2,921
Pension Fund Committee Member	£2,175	£2,263	£2,175	£2,263	£2,921
Ratings Member	£2,175	£2,263	£2,175	£2,263	£2,921

## Total amounts

Role	Number of positions	Option 1	Option 2	Option 3	Option 4	Option 5
Basic	54	£528,660	£550,018	£550,018	£550,018	£674,966
Leader	1	£39,996	£41,612	£39,996	£41,612	£64,601
Deputy Leader	2	£40,530	£42,167	£40,530	£46,966	£98,361
Planning Sub-Chair	2	£9,600	£9,988	£9,600	£9,600	£5,841
Cabinet Member	6	£70,398	£73,242	£70,398	£102,049	£248,823
Leader of the Opposition	1	£9,599	£9,987	£9,599	£9,987	£26,051
Overall Licensing Chair	1	£9,599	£9,987	£9,599	£9,599	£18,341
Overall Planning Chair	1	£9,599	£9,987	£9,599	£9,599	£18,341
Audit and Performance Chair	1	£8,704	£9,056	£8,704	£8,704	£26,051
P&S Chair	4	£34,816	£36,223	£34,816	£34,816	£104,202
Licensing Vice-Chair	1	£5,344	£5,560	£5,344	£5,344	£2,921
Planning Vice-Chair	1	£5,344	£5,560	£5,344	£5,344	£2,921
Opposition Deputy Leader	1	£5,344	£5,560	£5,344	£6,193	£10,631
Chief Whip	1	£5,344	£5,560	£5,344	£5,344	£18,341
Opposition Whip	1	£5,344	£5,560	£5,344	£5,344	£2,921
Licensing Sub Committee Chair	2	£9,600	£9,988	£9,600	£9,600	£5,841
Opposition P&S Spokesperson	1	£4,351	£4,527	£4,351	£4,351	£2,921
Deputy Cabinet Member	9	£29,367	£30,553	£29,367	£33,867	£26,285
DHP Chair	1	£3,263	£3,395	£3,263	£3,263	£2,921

Pension Fund Committee Chair	1	£3,263	£3,395	£3,263	£3,263	£2,921
Standards Committee Chair	1	£3,262	£3,394	£3,262	£3,262	£2,921
Fostering and Adoption	1	£3,263	£3,395	£3,263	£3,263	£2,921
Ratings Chair	1	£3,263	£3,395	£3,263	£3,263	£2,921
Licensing Member	11	£29,337	£30,522	£29,337	£30,522	£32,127
Planning Member	12	£32,004	£33,297	£32,004	£33,297	£35,047
DHP Member	3	£6,525	£6,789	£6,525	£6,789	£8,762
Pension Fund Committee Member	3	£6,525	£6,789	£6,525	£6,789	£8,762
Ratings Member	3	£6,525	£6,789	£6,525	£6,789	£8,762
<i>SRA total</i>		<i>£400,109</i>	<i>£416,273</i>	<i>£400,109</i>	<i>£448,553</i>	<i>£791,454</i>
<b>Sub-total</b>		<b>£928,769</b>	<b>£966,291</b>	<b>£950,127</b>	<b>£998,834</b>	<b>£1,466,419</b>

## **APPENDIX B**

### **MEMBERS' ALLOWANCES SCHEME FROM 1 APRIL 2023 TO 31 MARCH 2024**

1. This 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 relevant form being completed at the appropriate 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 (the fourth day after polling day in the year of City Council elections, i.e. the Monday). 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 Committee and Councillor Support Manager 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 Committee and Councillor Support Manager.
5. Allowances will be paid by equal monthly instalments on the 20th day of each month by BACS to the account notified by the relevant Member for these purposes to the Committee and Councillor Support Manager. Members will also be required to provide a valid National Insurance Number. A £1,000 lump sum additional Basic Allowance for Members to purchase ICT equipment will be paid to any Member elected. This allowance is also payable to any Member elected at a by-election except that this allowance will not be paid if a Member received this allowance upon having been elected at a by-election in the previous 12 months.
6. Except where so authorised by the Committee and Councillor Support Manager any claim for travel, subsistence and care allowances must be made within two months of the date of the duty to which the claim relates.

#### **Basic Allowance**

7. A Basic Allowance will be paid to every Member of the Council who formally elects to receive it 1 April 2023. The General Purposes Committee will make a recommendation to Council.

#### **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. The General Purposes Committee will make a recommendation to Council.

### **Conferences**

9. Councillors are entitled to have their Conference fees met when approved by the appropriate Cabinet Member, Committee or the Committee and Councillor Support Manager in consultation with the relevant party Chief Whip and to receive payments at the approved rates for travel and subsistence in respect of their attendance at conferences held outside the City to discuss matters relevant to the discharge of the Council's functions.

### **Travel Expenses**

10. Members and Co-opted Members are entitled to claim payment of Travel Allowances at the rates of allowance set out in Annex B where expenditure has necessarily been incurred to enable them to attend an approved duty, defined as set out in Annex C, but only when travelling outside the Greater London area. Members of Education Admissions and Exclusions Appeal Panels are entitled to claim travel allowances for attendance at meetings relating to their membership at the rates set out in Annex B.

Members of the Council shall be entitled to a City Council all zones official parking permit for use when undertaking official council duties and otherwise used in accordance with the rules relating to their use.

### **Subsistence**

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

### **Dependant/Carer's Allowance**

12. Members may claim this allowance against care expenses they incur in arranging carers to look after dependants who cannot be left by themselves by reason of age or other special needs. The allowance may only be claimed in respect of approved duties defined in Annex C to this scheme (and is subject to tax and National Insurance deductions at personal rates).

The maximum rate claimable shall be set at the level of the London Living Wage rate set annually by the Living Wage Foundation.

The following criteria shall also apply:

- Payment is claimable in respect of children aged 15 or under or in respect of other dependants where there is medical or social work evidence that care is required.
- The allowance is not payable to any member of the claimant's household.
- The claim shall cover the time spent at the meeting plus up to two hours for travel to and from the meeting.
- The claim needs to be supported by a receipt which should be retained by the Member for auditing purposes for a period of six years.
- Any dispute as to entitlement and any allegation of abuse should be referred to the Council's Monitoring Officer for adjudication.

### **Sickness and Parental Leave Policy**

13. All Members shall continue to receive their Basic Allowance in full in the case of pregnancy, maternity, paternity and sickness leave.

Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in the case of maternity, shared parental or adoption leave at a rate of three months full pay and the following three months at half pay.

In accordance with Section 85 of the Local Government Act 1972, Members of the Council are required to attend a meeting of the Council within a six month period unless the Council agrees to an extended leave of absence prior to the expiration of that six month period. Where a Member requires an extended absence they should seek a dispensation from the Leader of the Council by submitting an application in writing to the Committee and Councillor Support Manager.

### **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.

### **Publication**

15. 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.

**NOTE REGARDING SPECIAL RESPONSIBILITY ALLOWANCES PAYABLE IN RESPECT OF THE INDEPENDENT PERSON APPOINTED UNDER SECTION 28 OF THE LOCALISM ACT 2011 AND CO-OPTED MEMBERS ON OTHER COMMITTEES**

Independent Persons on the Standards Committee shall be paid a Special Responsibility Allowance of £500 pa.

The Independent Person on the Audit and Performance Committee shall be paid a Special Responsibility Allowance of £2,500 pa.

The co-opted Members of the Policy and Scrutiny Committee that covers education matters shall be paid upon election and completion of the necessary acceptance of office a sum of £300 to cover their out-of-pocket expenses for the period of their office.

## ANNEX B

### TRAVEL AND SUBSISTENCE ALLOWANCES: (OUTSIDE THE GREATER LONDON AREA)

#### (A) TRAVEL

- (a) Travel by own private vehicle

<b>Motor Mileage Allowance</b>	<b>Pence Per Mile</b>
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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 Greater London area where a claim for other travel expenses has or could be made.

The Head of Committee and Governance Services shall be authorised to reimburse claims for taxi fares, on an exceptional basis, for example on medical advice, to and from approved duties. Such authority to be obtained in advance, if possible.

- (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 portorage 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.

(f) **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 £180 per day, upon production of relevant receipts.

(g) **Receipts**

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

**Note:** All Members shall be entitled to apply to the Head of Members' Services for the use of an all zones parking permit for their use whilst on Official Council business only such permit only to be used in accordance with the guidance notes for use issued with the permits.



## **ANNEX C**

### **LIST OF APPROVED DUTIES FOR TRAVEL, SUBSISTENCE AND CARER'S ALLOWANCE:**

The following are the categories of duties which qualify for payment of travel, subsistence and carer's allowance, where such expenditure has been incurred (although separate payments will only be reimbursed for travel and subsistence outside the Greater London area):

- (a) Meetings of the Council, the Cabinet, their Committees, Sub-Committees, Panels and meetings of the Westminster Scrutiny Commission and the Policy and Scrutiny Committees and Task Groups of which the Councillor is a member or at which a Councillor who is not a member of that body attends to address the meeting with the prior permission (where such permission is required under Standing Orders) of the Chairman.
- (b) Attendance as the Council's representative at a meeting of any joint authority or Committee of local authorities or of any Committee or Sub-Committee of the body of which the Council is a constituent member.
- (c) Attendance as the Council's representative at meetings of any association of authorities or Committee or Sub-Committee of the association of which the Councillor is a member.
- (d) Attendance at duties which qualify for attendance allowance as single member duties as specified in the Regulations, currently:
  - Meetings to determine the attendance of individual pupils at any out of borough special schools.
  - Rota and other visits to inspect establishments outside of the borough on behalf of the Cabinet Members for Children and Young People and Adults Social Care.
- (e) Attendance at any other meeting convened by the Council, the Cabinet, a Committee or Sub-Committee to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (f) Attendance at any meeting, which is an induction training session, seminar, presentation, or briefing arranged by Chief Officers of the City Council for all Members of a Committee, Sub-Committee or Panel to discuss matters relevant to the discharge of the Council's functions and to which Members of more than one Party Group have been invited.
- (g) Attendance as the Council's representative in connection with the discharge of the Council's functions at meetings of outside bodies (excluding local authority maintained schools), their Committees and Sub-Committees. The Head of

Governance and Councillor Liaison maintains a list of such representatives and has delegated powers to add and remove bodies to this category to reflect formal appointments made by the City Council.

- (h) Attendance at visits and inspection of sites and premises arranged by officers or approved by Cabinet/Committee (eg opening of new facilities).
- (i) Attendance approved by the appropriate Committee or by the Head of Governance and Councillor Liaison, in accordance with their delegation at conferences convened by other authorities and organisations to discuss matters relevant to the discharge of the Council's functions.
- (j) Attendance by the Leader of the Council, Cabinet Members, Deputy Cabinet Members, Leader of the Opposition, and Chief Whips on matters concerning the discharge of the Council's functions.
- (k) Attendance by Cabinet Members, Chairs and Vice-Chairs of Committees and Sub-Committees concerning the discharge of functions relevant to the work of their portfolio or their Committees or Sub-Committees, including Chair's Call-over meetings and site visits.
- (l) Attendance before Parliamentary Committees, official bodies and inquiries to give evidence or make representations on the council's behalf.
- (m) Attendance as the Council's appointee or nominee at any meeting. (This excludes party group meetings but includes single member duties where one member has been appointed, appearing as a Council witness at a Planning Inquiry or court proceedings or member-level working groups appointed by a Committee and representation on any outside body which is not eligible for attendance allowance).

**APPENDIX C – Option analysis of impact on % of Leader’s overall allowance (basic+SRA)**

	<b>IRP recommended %</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>
Deputy Leader	80%	60%	60%	59%	65%	80%
Planning Sub-Chair	20%	29%	29%	29%	29%	20%
Cabinet Member	70%	43%	43%	42%	53%	70%
Leader of the Opposition	50%	39%	39%	38%	39%	50%
Overall Licensing Chair	40%	39%	39%	38%	38%	40%
Overall Planning Chair	40%	39%	39%	38%	38%	40%
Audit and Performance Chair	50%	37%	37%	36%	36%	50%
P&S Chair	50%	37%	37%	36%	36%	50%
Licensing Vice-Chair	20%	30%	30%	30%	30%	20%
Planning Vice-Chair	20%	30%	30%	30%	30%	20%
Opposition Deputy Leader	30%	30%	30%	30%	32%	30%
Chief Whip	40%	30%	30%	30%	30%	40%
Opposition Whip	20%	30%	30%	30%	30%	20%
Licensing Sub Committee Chair	20%	29%	29%	29%	29%	20%
Opposition P&S Spokesperson	20%	28%	28%	28%	28%	20%
Deputy Cabinet Member	20%	26%	26%	26%	27%	20%
DHP Chair	20%	26%	26%	26%	26%	20%

Pension Fund Committee Chair	20%	26%	26%	26%	26%	20%
Standards Committee Chair	20%	26%	26%	26%	26%	20%
Fostering and Adoption	20%	26%	26%	26%	26%	20%
Ratings Chair	20%	26%	26%	26%	26%	20%
Licensing Member	20%	25%	25%	25%	25%	20%
Planning Member	20%	25%	25%	25%	25%	20%
DHP Member	20%	24%	24%	24%	24%	20%
Pension Fund Committee Member	20%	24%	24%	24%	24%	20%
Ratings Member	20%	24%	24%	24%	24%	20%

## Appendix D – Neighbouring borough comparisons – 2022/23 schemes

	Westminster	Camden	RBKC	Brent	Lambeth
Basic Allowance	£9,790	£10,985	£11,027	£12,484	£10,597
Leader	£39,996	£42,655	£56,429	£39,748	£40,617
Deputy Leader	£20,265	n/a	£37,511	£28,968	£28,518
Planning Sub-Chair	£4,800	n/a	n/a	n/a	n/a
Cabinet Member	£11,733	£26,660	£36,471	£19,087	£28,518
Leader of the Opposition	£9,599	£17,355	£20,909	£8,000	£10,905
Overall Licensing Chair	£9,599	£9,595	£20,909	£3,234	£5,613
Overall Planning Chair	£9,599	£9,595	£30,909	£14,281	£16,194
Audit and Performance Chair	£8,704	£9,595	£6,155	£5,000	n/a
P&S Chair	£8,704	£9,595	£15,970	£14,281	£10,905
Licensing Vice-Chair	£5,344	n/a	n/a	n/a	n/a
Planning Vice-Chair	£5,344	n/a	£7,728	n/a	£5,556
Opposition Deputy Leader	£5,344	£5,865	n/a	n/a	n/a
Chief Whip	£5,344	£11,570	£6,155	£4,000	£16,356
Opposition Whip	£5,344	£5,865	£6,155	n/a	n/a
Licensing Sub Committee Chair	£4,800	n/a	n/a	n/a	£5,613
Opposition P&S Spokesperson	£4,351	n/a	£6,155	n/a	n/a
Deputy Cabinet Member	£3,263	£2,130	n/a	n/a	£10,905
DHP Chair	£3,263	n/a	n/a	n/a	n/a
Pension Fund Committee Chair	£3,263	n/a	n/a	n/a	n/a
Standards Committee Chair	£3,262	n/a	n/a	n/a	n/a
Fostering and Adoption	£3,263	£9,595	n/a	£3,234	£5,613
Ratings Chair	£3,263	n/a	n/a	n/a	n/a
Licensing Member	£2,667	n/a	n/a	£1,000	n/a

Planning Member	£2,667	n/a	n/a	£2,177	n/a
DHP Member	£2,175	n/a	n/a	n/a	n/a
Pension Fund Committee Member	£2,175	n/a	n/a	n/a	n/a
Ratings Member	£2,175	n/a	n/a	n/a	n/a