

## **MEMBERS' ALLOWANCES SCHEME FROM 1 APRIL 2024 TO 31 MARCH 2025**

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 £1,250 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 of £10,581 pa from 1 April 2024 will be paid to every Member of the Council who formally elects 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. 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.

Please see Annex D for more details on the Members Parental Leave Policy.

### **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.

## ANNEX A

### MEMBERS ALLOWANCE SCHEME – SPECIAL RESPONSIBILITY ALLOWANCES WITH EFFECT FROM 1 APRIL 2024

Office Holders	Allowances (from 1.4.24)	Total Cost (full year)
<b>Leader/Deputy Leader</b>	£	£
Leader of the Council (Chair of the Cabinet)	43,266	43,266
Deputy Leader of the Council (x2)	24,394	48,788
<b>Cabinet Members</b>		
Each Cabinet Member (excluding the Leader and the Deputy Leaders) (x7)	17,668	123,676
<b>Opposition Leader/Whips</b>		
Leader of the Opposition	10,374	10,374
Chief Whip (Majority)	5,511	5,511
Chief Whip (Opposition)	5,511	5,511
Opposition Party Deputy Leader (x2)	6,433	12,866
<b>Policy and Scrutiny Committees</b>		
Each Scrutiny Committee Chair (x4)	9,042	36,168
Opposition Party Scrutiny Spokesperson	4,520	4,520
<b>Other Committee/Sub-Committee Chairmen</b>		
Audit and Performance	9,042	9,042
Standards	3,390	3,390
Planning Applications Committees (x2)	4,986	9,972
Licensing Sub-Committees (x3)	4,986	14,958
Pension Fund Committee	3,390	3,390
*Licensing Committee	9,971	9,971
+Planning and City Development Committee	9,971	9,971
<b>Vice-Chairs</b>		
*Planning	5,551	5,551
+Licensing	5,551	5,551

\* (If this Chair/Vice Chair is also appointed as a Chair of a Licensing Sub-Committee they will only receive the allowance payable to the Licensing Committee Chair/Vice Chair)

+ (If this Chair/Vice Chair is also appointed as a Chair of a Planning Applications Committee they will only receive the allowance payable to the Planning and City Development Committee Chair/Vice Chair)

**Deputy Cabinet Members**

Each Deputy Cabinet Member appointed to support a Cabinet Member (x9)	3,909	35,181
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**Other Panels**

Chair of Rating Advisory Panel	3,390	3,390
Chair of Discretionary Housing Benefits Panel	3,390	3,390

Panel Members of the Discretionary Housing and Benefits Review Panel and the Rating Panel (x6)	2,351	14,106
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Members of Pension Fund Committee except Chair (x3)	2,351	7,053
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Panel Members of the Licensing Sub-Committees and Members of the Planning Applications Committees rate of £2,883 (x21 - £60,543)

Panel Member of the Adoption and Fostering Panel	3,390	3,390
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<b>Basic Allowance (x54)</b>	<b>10,581</b>	<b>571,374</b>
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**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.

## **ANNEX D**

### **Maternity, Paternity, Shared Parental and Adoption Leave Policy for Councillors**

#### **1. Introduction**

This Policy sets out Members' entitlement to maternity, paternity and adoption leave and relevant allowances.

The objective of the policy is to ensure that Members are able to take appropriate leave at the time of birth or adoption of a child.

There is at present no legal right to parental leave of any kind for people in elected public office.

Note that the provisions for leave that is possible for these (and other) purposes differ from the duration that Special Responsibility Allowances (SRA) are payable.

Legal advice has been taken on these policies, and they conform with current requirements including the requirement for members to attend a meeting of the Council within a six-month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six-month period.

#### **2. Leave Periods**

##### **2.1 Maternity**

- Members giving birth are entitled to up to 12 months maternity leave from the due date.
- Where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 12-month period.
- In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken by agreement, and such exceptional leave shall not be deducted from the total 52-week entitlement.
- The Member must notify the Head of Governance and Councillor Liaison of their intention to take maternity leave in writing no later than 28 days before the date they wish the period of maternity leave to start and:
  - i. Confirm the expected date of childbirth
  - ii. Provide a copy of the MATB1 (available from a doctor or midwife)
  - iii. Confirm the dates which the Member will be absent.

##### **2.2 Paternity**

- A Member is entitled to take up to two weeks paternity leave if they are either: the biological father of the child; the spouse, civil partner or partner of the Mother/Single Adopter; or are the Other Adopter of the child.

- The Member may take one week or two consecutive weeks of paternity leave, but not single days or less than a week's duration. Paternity leave must be taken within two months of the birth or adoption.
- The Member must notify the Head of Governance and Councillor Liaison of their intention to take paternity leave in writing no later than 28 days before the date they wish the period of maternity leave to start and:
  - i. Confirm the expected date of childbirth
  - ii. Provide a copy of the MATB1 (available from a doctor or midwife)
  - iii. Confirm the dates which the Member will be absent.

### **2.3 Adoption**

- A Member who adopts a child through an approved adoption agency shall be entitled to take up to 26 weeks statutory adoption leave (SAL) and a further 26 weeks of additional adoption leave (AAL).
- The Member must notify the Head of Governance and Councillor Liaison of their intention to take adoption leave in writing no later than 28 days before the date they wish the period of adoption leave to start and:
  - i. Confirm they are the Main Adopter and the date the child is expected to be placed for adoption (UK Adoption) or the date on which the date on which the child is expected to enter Great Britain (Overseas Adoption);
  - ii. Provide a copy of the matching certificate/official notification;
  - iii. Confirm the dates which the Member will be absent.

### **2.4 Shared Parental Leave**

- A Member is entitled to Shared Parental Leave if they have (or share with the other parent) the main responsibility for the care of the child and are either the Mother, Father, Main Adopter or Other Adopter of the child, or the spouse, civil partner or partner of the Mother/Main Adopter.
- A Member may share up to 50 weeks leave if the Mother/Main Adopter curtails their maternity/adoption leave before using their full entitlement of 52 weeks. The number of weeks available as Shared Parental Leave will be reduced by the number of weeks maternity or adoption leave that has already been taken by the Mother or Main Adopter.
- There is a requirement for the mother to take the first two weeks after childbirth as maternity leave.
- Shared Parental Leave can be taken as one continuous block or in multiples of complete weeks, but must end no later than one year after the birth/placement of the child.
- The Member must notify the Head of Governance and Councillor Liaison of their intention to take shared parental leave in writing no later than 28 days before the date they wish the period of shared parental leave to start and:
  - i. Confirm their entitlement to shared parental leave and the expected (or actual) date of birth/placement

- ii. Confirm the start and end dates of the Mother/Main Adopter's maternity/adoption leave, the amount of shared parental leave available and how much each parent intends to take
  - iii. Provide a copy of the MATB1 or matching certificate/official notification
  - iv. Confirm the dates which the Member will be absent.
- A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

**2.5** Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six-month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six-month period. Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return. Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

### **3. Pay and Allowances**

#### **3.1 Basic Allowance**

All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity, shared parental or adoption leave.

#### **3.2 Special Responsibility Allowances**

- Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for the first 6 months in the case of maternity or adoption leave followed by 6 months at half allowance.
- The payment of Special Responsibility Allowances, during a period of maternity, shared parental or adoption leave shall continue for a period of up to twelve months (constituting 6 months full SRA followed by 6 months half SRA).
- Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.
- Where a replacement is appointed to cover the period of absence, that person shall receive an SRA on a pro rata basis for the period of the temporary appointment. In such circumstances, this parental leave policy

takes precedence and adjusts the total number of SRAs being paid at any one time as set out in the main section of the allowances scheme.

### **3.3 Shared Parental Pay**

Shared parental pay consists of: 6 months at full SRA (including statutory maternity/paternity/adoption pay) and 6 months at half SRA (including statutory maternity/paternity/adoption pay).

Under this policy, a mother or adopter can decide to share his/her parental leave and pay allowance with their partner by choosing to return to work early and convert any unused allowance into shared parental leave/pay during the first year of birth or adoption of their child. To do this, they must "curtail" (end early) their allowance, so that it becomes available for their partner.

There are 52 weeks of leave/pay available to be shared under this policy, though there is a requirement for the mother to take the first 2 weeks after childbirth as maternity leave.

### **4. Requests for extended leave**

While this policy allows Members to take up to 12 months leave, as stated above, under the Local Government Act 1972 any member of the council is required to attend a meeting of the Council within a six-month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six-month period.

In case where a member wishes to request extended absence, they should write to the Head of Governance and Councillor Liaison who will prepare a report for the consideration of the Full Council.

### **5. Resigning from Office and Elections**

- If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office
- If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are elected, their basic allowance and SRA commences from the date that child is born.

### **6. Arrangements for Councillors taking leave.**

All Councillors taking parental leave should place an out of office message on their emails to advise residents of alternative sources of advice.

Individual considerations will apply in all different circumstances based on the roles held by different Members but the main considerations which will be reviewed with the Member in advance of taking parental leave are as follows:

- Handling ward work, including decisions on ward budgets – this can be handled informally within the ward with the agreement of other ward members;
- Seat on committees – this will generally require cover arrangements to be made by the Group whip and consideration may be given as to whether to make such changes on a temporary or permanent basis;
- Executive decision-making authority and portfolio management – when a Cabinet Member is unavailable to exercise their delegated authority or manage their portfolio due to leave, arrangements will be made at the Leader's discretion having had regard to appropriate advice.

The group leader, group whip or councillor concerned should notify the Chief Executive of cover arrangements agreed.