

## SCARBOROUGH BOROUGH COUNCIL

### MEMBERS' ALLOWANCES SCHEME 2019-20

This document sets out the full range of allowances payable to Members of the Borough Council. Not all of the allowances are payable to every Member. It is intended to help Members understand which allowances may be claimed and in what circumstances.

Members are not obliged to claim allowances. If any member wishes to waive his or her right to claim all or some of the allowances payable he or she should write to the Regulatory and Governance Manager explaining his/her wishes.

Provision is made for the following types of payments

#### Basic Allowance

- (i) A Basic Allowance is intended to recognise the time devoted by Members to their work and covers constituency duties; correspondence; telephone calls; attendance at meetings of the Borough Council, committees, sub-committees and working groups, task groups and other authorised meetings; attendance at seminars and conferences, outside bodies and parish council meetings.
- (ii) The Basic Allowance is indexed to increases in officers' pay. The current Basic Allowance (as at April 2019) is £4,204.56.

#### Special Responsibility Allowance

- (i) In each year a Special Responsibility Allowance calculated in line with the Basic Allowance multiplier shall be paid to those Members who hold the responsibilities listed below:

Responsibility	Allowance	Value (£)
Leader	Basic x 4	16,818.24
Group Leader*	Basic x 1.5	6,306.84
Cabinet Member	Basic x 2	8,409.12
Planning & Development Committee Chair	Basic x 1.8	7,568.16
Overview and Scrutiny Board Chair	Basic x 1.66	6,979.56
Audit Committee Chair	Basic x 1.66	6,979.56
Licensing Committee Chair	Basic x 1.66	6,979.56

Standards Committee Chair	Basic x 1.33	5,592.12
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\*In order to qualify for this allowance, a group must comprise a minimum of 10% of the total number of Members

- (ii) In addition, Chairs of Overview and Scrutiny Task Groups and the Independent Persons who consider standards complaints may claim an allowance of £25 per meeting.

### Travel and Subsistence Allowances

Members may only claim travelling and subsistence allowances in respect of the approved duties listed in Appendix 1. Members may claim the second class rail fare if travelling by public transport. If Members choose to use their own car, then they may do so and claim the equivalent second class rail fare unless a mileage claim is justified. Members can claim their mileage according to the same rates below for officer casual car users in respect of journeys outside the Council's boundary in the following circumstances:

- The relative costs of car to public transport are favourable; and/or
- Official passengers are being carried; and/or
- Prolonged absence from the office and/or accommodation charges will be avoided.

Engine size	451-999 cc	1000 cc and above
Rate per mile (first 6,500 miles)	45p	45p
Rate per mile (after 6,500 miles)	13.7p	14.4p

Petrol and diesel receipts must be retained to cover the mileage on each claim form. These are to be kept for a period of three years in case Revenue and Customs require them.

The same subsistence rates also apply to both officers and Members:

Breakfast £ 8.61

Lunch £ 11.87

Tea £ 4.66

Evening Meal £14.72

Bed and Breakfast £97.40 per night

*Special London Rates:*

Lunch £19.12

Tea £ 11.52

Evening Meal £37.25

Bed and Breakfast £119.64 per night

*Claims can only be made as follows:*

Breakfast - If departure from home/base is before 6.30 a.m.

Lunch Outside the Borough - if absent between 11.30 a.m. and 2.30 p.m. and lunch is not provided.

Lunch Within the Borough - if absent between 11.30 a.m. and 2.30 p.m. AND less than 24 hours' notice given of attendance (if more than 24 hours' notice given, no claim can be made).

Tea - If return to home/base is after 6.30 p.m.

Dinner - If return to home/base is after 8.30 p.m.

Claims may only be made for the actual expenditure incurred up to the maximum amounts specified above and receipts must be produced for all claims.

Claims must **not** be submitted **more than six months after the expenses were incurred** and, subject to exceptional circumstances, any claims older than this will be rejected.

### **Childcare and Dependant Carers' Allowance**

This allowance may be claimed by Members in respect of costs necessarily incurred by them in making arrangements for the care of children or other dependants to enable them to perform an approved duty (as listed in Appendix 1). The allowance is made available on the following terms:

- Reimbursement of expenditure is subject to the completion of the claim form (Appendix 2) with the relevant receipt;
- Any payment made cannot be for care provided by a family member;
- The maximum amount payable is on an hourly rate at the level of the National Minimum Age (for workers aged 21 to 24 years) and the National Living Wage (for workers aged 25 and above);
- Members can claim for a session of childcare from a childcare provider such as a registered nursery as long as the hourly payment is not higher than the hourly National Minimum Wage payment;
- The maximum hours that can be claimed is 20 hours per month; and
- An annual maximum amount equivalent to 220 hours payable at the minimum wage rate can be claimed per year.

### **Broadband expenses**

Members' iPads' 3G coverage should allow them to download information from the internet in most areas of the Borough. However, should this not suffice, Members may claim actual expenses incurred over and above domestic usage of the internet, subject to the following restrictions:

- Members who receive internet connection from another authority should not claim for Broadband expenses from Scarborough Borough Council

- If a Member requires the internet solely for Scarborough Borough Council business, he/she should be able to claim to a maximum of the lowest package price for BT internet.

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**Eligibility for Travel and Subsistence Allowances**

The following are specified as approved duties for the purposes of the payment of travel and subsistence allowances:

- a) Attendance at any duly called meeting of the Council, its committees and sub-committees, the Cabinet, and scrutiny task groups of which you are a member;
- b) Attendance at any pre-committee or pre-Cabinet meetings with officers, including site meetings of the committees and sub-committees of the Council, when such meetings have been called either by the Chief Executive or with his authority;
- c) As Cabinet Members, attendance at meetings of the Overview and Scrutiny Board;
- d) As ward councillors, Chair of the Overview and Scrutiny Board, chairs of scrutiny task groups, or Chair of the Planning and Development Committee, attendance at meetings of the Cabinet;
- e) As Cabinet Members, attendance at individual Cabinet Member meetings with officers, when such meetings have been called by the Director or with their authority;
- f) As Cabinet Members, attendance at meetings or events arranged by external organisations on matters relating to their Cabinet portfolios;
- g) Occasions authorised by the Chief Executive for dealing with matters of urgency;
- h) As group leader, chair, vice-chair, or ward councillor, attendance at any consultation meeting, when such meetings have been called either by the Chief Executive or with his authority;
- i) As a representative of the Council, attendance at meetings of outside bodies, conferences and training events which have been approved or accepted by the Council as approved duties.

**NB** Travel allowance is not payable for ad hoc meetings with officers that are not part of an approved duty.

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**Members' Allowances Scheme – Claim for Childcare / Dependant Carers' Allowance**

Name of councillor (IN BLOCK CAPITALS):.....

Date of claim: .....

Service provided from .....AM/PM to .....AM/PM

Nature of Council business (approved duty):.....

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.....  
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I confirm that I have received the sum of £.....for the above period in respect of the provision of care for a child or other dependant.

Signed:.....

Carer

I confirm that the above amount was paid in respect of care for my child or other dependant in connection with my role as a Member of the Borough Council, and that the carer is not a family member.

Signed:.....

Councillor