

# Members' Allowance Scheme

2021/22



**North Kesteven**  
DISTRICT COUNCIL

# PREFACE

North Kesteven District Council in exercise of the powers provided within the Local Government Act 2000, the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) has adopted a formal scheme relating to Members' Allowances. This follows a report from an Independent Remuneration Panel appointed to review Member Allowances at North Kesteven. All allowances are reviewed every two years by the Independent Remuneration Panel.

## Renunciation

The payment of Basic and Special Responsibility and Co-optee Allowance (where appropriate) is made automatically, and no claim is required.

A Member may, by notice in writing to the Director of Resources, elect that they wish to forego any part of their entitlement to an allowance under this scheme. Travelling, subsistence and other allowances are only paid when a claim is submitted by a Member.

It is hoped that the contents of this booklet will be of assistance in explaining the scheme. The scheme shall have effect for the period 1 April 2021 to 31 March 2022.

## Russell Stone

Director of Resources

1 April 2021 to 31 March 2022



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# 1. TYPES OF ALLOWANCES

## 1.1 Basic Allowance - Elected Members

The Basic Allowance is payable to all Members in recognition of the time commitment in all meetings and community duties as a Ward Member. It assists with incidental costs of stationery, telephone calls and postages incurred by Members whilst undertaking that role. The basic allowance also covers attendance at meetings of the Council, various Committees, Sub-Committees, outside bodies and Member related learning and development events.

The annual basic allowance with effect from 1st April 2021 is **£5,305** and this will be paid monthly to all Members.

## 1.2 Basic Allowance - Co-opted Members

The basic allowance is payable to Co-opted Members in recognition of the work they undertake to prepare for meetings and attendance at Committee meetings.

The current annual basic allowance is £550 and this will be paid monthly to any Co-opted Member(s).

The basic allowance paid to the co-opted Member(s) of the Audit Committee is determined by the Section 151 Officer in line with the Constitution.

## 1.3 Special Responsibilities Allowance

Members who have been elected to positions of extra responsibility such as Leader, Executive Board Member, Chairman of Committee etc., are entitled to a Special Responsibility Allowance (SRA).

This allowance will be paid monthly to Members who are elected to occupy the positions shown overleaf:-

	Annual Allowance 2021/22
Leader	£14,645
Deputy Leader	£8,940
Executive Board Member	£6,700
Scrutiny Committee Chairman	£3,320
Scrutiny Committee Vice Chairman	£1,095
Planning Committee Chairman	£4,835
Planning Committee Vice Chairman	£1,595
Standards Committee Chairman	£63 per meeting (£313 pa max)
Standards Committee Vice Chairman	£22 per meeting (£106 pa max)
Licensing Committee Chairman	£3,320
Licensing Committee Vice Chairman	£1,095
Audit Committee Chairman	£3,320
Audit Committee Vice Chairman	£1,095
Council Chairman	£1,095
Council Vice Chairman	£440
Opposition Leader (largest Group only)	£3,320

\* Leader and Deputy Leader Special Responsibility Allowance to include Executive Board Membership.

If a Member is elected to two or more posts attracting a Special Responsibility Allowance, the Member shall be paid the full amount of highest value SRA and 75% of the other eligible SRA.

All the above allowances are taxable under the P.A.Y.E. and are, in certain cases, subject to National Insurance deductions. New Members will be expected to complete a starter checklist before payments can be made under this category of allowance.

When a Member reaches State Pension Age, it is the Council's policy to verify their Date of Birth, as they are no longer required to pay National Insurance contributions. Members may be contacted, and once their Date of Birth is verified, their National Insurance category will be changed to category 'C' which will ensure that National Insurance contributions cease.

## 2. TRAVELLING, SUBSISTENCE AND OTHER ALLOWANCES

### 2.1 Travelling Allowance

This allowance is split into specific sections and is payable for Approved Duties as set out in Section 3.

### 2.2 Travel by Public Transport

The reimbursement must not exceed the actual cost of the fare. Members should use any concessionary facilities that become available, such as Conference rates, Concessionary pre-purchased tickets, Cheap Day Returns and railcards

First Class travel is permitted but Members using rail travel for attendance on Council business should wherever possible use Standard Class tickets. Tickets for travel by train should be obtained from the Corporate and Civic Support Team, giving a minimum of 5 working days' notice prior to travel.

### 2.3 Travel by Taxi

In cases of emergency or where no public transport is reasonably available the actual fare is payable plus any reasonable gratuity.

### 2.4 Travel by Private Motor Car/Motor Cycle/Bicycle

Mileage allowances for 2021–22 are linked to the HMRC amounts for tax purposes and therefore are subject to change throughout the year.

The current rate (as at 1st April 2021) for travel by a Member's own vehicle or one belonging to their family is:-

<b>Cars</b>	45p per mile Additional passenger (Max. 4) 5p per mile
<b>Motor Cycle</b>	24p per mile
<b>Bicycle</b>	15p per mile

Overnight garaging is claimable as are tolls and parking fees subject to the provision of receipts.

The payment of mileage for attending meetings will normally only be paid from the Member's home to the place of the meeting and return to their home.

If a Member has to travel from their place of work to attend a meeting they will only be reimbursed mileage from their home to the place of meeting. However if it is deemed necessary for the Member to return to their place of work after the meeting then the mileage for both legs of the journey will be reimbursed, on the basis of the Member being no better or worse off.

When Members use their vehicle for Council business they must ensure that they hold a valid driving licence, their insurance policy is endorsed for business use and that they possess a valid MOT certificate where appropriate.

To enable the Council to claim back the VAT within the mileage rates, Members must submit fuel VAT receipts with their claims. Members can take a picture of their fuel receipts and attach this to their iTrent claim. Members are encouraged to keep their original receipts.

## 2.5 Subsistence Allowances

The rate of subsistence allowance is payable for an approved absence as specified in section 3 from the usual place of residence and Members should only claim for reimbursement of actual expenditure, with the provision of receipts, up to the maximum rates shown below:-

- (a)** Breakfast allowance (more than 4 hours away from normal place of residence or where the Authority permits, a lesser period, before 11.00 a.m.) £12.00.
- (b)** Lunch allowance (more than 4 hours away from normal place of residence or where the Authority permits, a lesser period, including the lunchtime between 12 noon and 2.00 p.m.) £10.00.
- (c)** Tea allowance (more than 4 hours away from normal place of residence or where the Authority permits, a lesser period, including the period 3.00 p.m. to 6.00 p.m.) £5.00.
- (d)** Evening meal allowance (more than 4 hours away from the normal place of residence or where the Authority permits, a lesser period, ending after 7.00 p.m.) £22.50.

The overnight allowance is £90.00 unless the stay is in London or for the Annual Conference of the LGA, where the overnight allowance is £120.00.

Where room-only accommodation is provided the above meal allowances will be paid in addition.

(e) Where a Member attends a conference or other function which involves an overnight stay, the cost of standard accommodation, breakfast and dinner shall be refunded in full where:-

(i) there is no other accommodation of adequate standard available within a reasonable distance of the conference venue;

or

(ii) it is reasonable for the Member to stay at the conference venue because of the inconvenience of travelling, the benefits of out-of-conference contact with other delegates,

and

(iii) the relevant costs are not unreasonable.

## 2.6 Overseas Visits

The Council will purchase any travel tickets and pay for reasonable hotel accommodation prior to any approved visit. The Council will also reimburse for reasonable out of pocket expenses, upon submission of receipts.

## 2.7 Dependant's Carers Allowance

Payment of care expenses will be paid for dependents of all ages and needs and will be made on a cost basis only up to a maximum of £12 per hour. The allowance may be claimed where the Member attends a meeting/training event for any approved duty that would be payable under the travelling and subsistence allowance Section 3 and wherever possible documentary evidence of the payment must be submitted.



### 3. APPROVED DUTY FOR THE PAYMENT OF TRAVELLING AND SUBSISTENCE

The approved duty for the payment of travelling and subsistence allowances includes the following categories:-

- 3.1 Attendance at any meeting of the Council, the Executive Board, Committees, Working Parties, Joint Committees and council owned companies of which they are a member, shareholder or attending as a substitute Member.
- 3.2 Attendance of any Member at any Executive Board meeting.
- 3.3 Attendance at a meeting of a Committee or Sub-Committee where the Councillor is not a member but attends on a matter affecting their ward, and/or has been approved by the Chairman of the Committee or Sub-Committee.
- 3.4 Attendance at Conferences and Seminars approved by Council, Executive Board or a Committee.
- 3.5 Attendance at training and development events to which a Member has been invited to attend by the District Council.
- 3.6 Attendance at meetings/training events of other bodies to which a Member has been appointed by the Council.
- 3.7 Committee/Sub-Committee Pre Agenda and Pre Meetings.
- 3.8 Meetings requested by the Corporate Management Team or Heads of Service for which authorisation has been given by the appropriate officer arranging the meeting.
- 3.9 A site visit authorised by a Planning Committee.
- 3.10 Visits to site by the Chairman or Vice-Chairman of a Planning Committee which relate to items that appear on a future relevant committee agenda. (Details of each site visited must be included on the travel claim form via iTrent).
- 3.11 Attendance at Parish Council meetings when acting as a representative of the District Council.
- 3.12 In respect of the Leader or in their absence the Deputy Leader the payment of travelling expenses for duties representing the Council at outside civic functions and Council related matters.
- 3.13 In respect of the Chairman or Vice-Chairman of Council, the payment of travelling expenses for duties of a civic nature. In occasions where neither can attend a civic event, and it is deemed that civic representation is necessary, payment of travelling expenses will be paid to the previous Chairman of Council.

## 4. ICT & MOBILE PHONES

All Members are issued with a Council iPad.

The following Members are also entitled to use a Council issued mobile phone:-

- Members of the Executive Board
- Chairman of Planning
- Chairman & Vice-Chairman of the Council

Usage of equipment must be in line with the Council's ICT policy and Members' Code of Conduct (use of resources).

## 5. NOMINATIONS TO OTHER ORGANISATIONS

Where Members are nominated to represent the Council on other bodies, further extensions of membership created by the external organisation may also be classed as an approved duty for travelling and subsistence expenses.

In certain cases the external organisation will pay Members' travelling and subsistence claims; in those cases the expenditure incurred will not be reimbursed by the Council, but should be claimed by the Member direct from the external organisation.

## 6. SUBMISSION OF CLAIMS

### 6.1 The Claim Form

A Member claim of expenses for travelling subsistence or other appropriate expense is made by using the the Council's payroll system (iTrent).

**Note:** The payment of Basic and Special Responsibility and Co-optee Allowance (where appropriate) is made automatically, and no claim is required.

### 6.2 Period of Claim

A claim for a Travelling, Subsistence and other Allowances shall be made within three months of the date that the attendance was made, unless otherwise agreed.

### 6.3 Timescale for Payment

To enable the Corporate and Civic Support Team to check and process your claim, you are advised to submit your expense claims at the end of every calendar month via the Council's payroll system (iTrent).

## 6.4 Method of Payment

Payment will be made direct to the Member's bank account via the Banks Automated Credit Transfer System (BACS) and Members will need to provide their bank account details to the Exchequer Unit, Payment will be made on the 15th day of every month. When the 15th falls at a weekend, then payment is made on the preceding working day. A payslip will be emailed to the Member at the time the payment is made unless otherwise agreed.

## 6.5 Tax and Benefits

- a) Basic, Special Responsibility and Carers of Dependents Allowances are subject to Income Tax as they are payments made in respect of the duties of an office.
- b) HMRC is notified of the names and addresses of all Members who claim taxable allowances.
- c) Members may be able to claim specific councillor related expenses from HMRC. It is for each Member to determine what, if any expenses, they may wish to claim from HMRC, and to submit their own form. The NK Payroll Team can provide a form for Members to complete for submission to HMRC.

## 7. REGISTER OF ALLOWANCES PAID TO MEMBERS

This is a Statutory Register maintained by the Director of Resources as Section 151 Officer and it is open to inspection at all times by any Local Government Elector of North Kesteven District Council. The Council is required to publish the amount of allowances paid to each elected and co-opted Member in the preceding financial year.

## 8. PEOPLE TO CONTACT

The Section 151 Officer is responsible for the payment of Members' Allowances and is happy to provide Members with all the help and advice they require in this respect. However, in the first instance, Members may contact the Corporate and Civic Support Team Leader.

In their absence, the Democratic Services Manager, or a colleague from Democratic Services, may also be contacted.

## 9. ALLOWANCES FOR 2021-22

On 29th January 2020, Council agreed the Member Allowance Scheme 2021-22. It was also agreed that the Consumer Price Index including owner occupiers' housing costs (CPIH) 12 month inflation rate (as at 31st March 2021) be used to calculate the Basic and Special Responsibility Allowances for 2021-22.