

Part 6 Members Allowance Scheme

East Lindsey District Council Members' Allowances Scheme 2021-2024

East Lindsey District Council in exercise of powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 (as amended) has made the following scheme:-

1. The Scheme may be cited as the East Lindsey District Council Members' Allowances Scheme 2021-2024 and shall have effect for the period from 1st April 2021 to 31st March 2024.
2. Each member shall be entitled to be paid a Basic Allowance for each year.
3. Each member that holds a special responsibility shall be entitled to one special responsibility allowance for each year as set out below (subject to the exceptions set out herein).
4. Sums shall be paid pro-rata for part of the year as applicable.
5. Any member who is entitled to a payment may forego any part of his/her entitlement by written notice to the Proper Officer.
6. Travel and subsistence allowance claims shall be dealt with as set out herein.
7. Any member may claim Dependants' Carers' Allowance upon meeting the conditions as set out herein.
8. Where a member is a member of another local authority he/she may not receive an allowance from more than one authority in respect of the same duties.

Basic and Special Responsibility Allowances Rates 2023 – 2024

Basic Allowance (Paid to all Members)	£ 5,738.58
Leader of the Council	£15,973.88
Deputy Leader of the Council	£7,987.06
Other Executive Councillors	£5,593.17
Chairman of the Council	£4,795.21
Vice-Chairman of the Council	£1,440.89
Chairman of Overview Committee	£4,795.21
Vice-Chairman of Overview Committee	£1,440.89
Chairman of Planning Committee	£4,795.21
Vice-Chairman of Planning Committee	£1,440.89
Chairman of Licensing Committee	£4,795.21
Vice-Chairman of Licensing Committee	£1,440.89
Chairman of the Audit & Governance Committee	£4,795.21
Vice-Chairman of the Audit & Governance Committee	£1,440.89
Vice-Chairman of Planning Policy Committee	£1,201.81

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Chairmen of Scrutiny and Policy Panels (per report)	£448.95
Political Group Leader:	
5-10 Members	£ 2,048.00
11-20 Members	£ 2,733.52
20+ Members	£ 3,415.98

Notes:

I. From 1 April 2022:

- a. The Basic Allowance is increased by £50 per annum.
- b. The Basic Allowance and Special Responsibility Allowances are indexed to the annual local government pay percentage increase as agreed by the National Joint Committee for Local Government Services. Any amendments are to be applied with effect from the beginning of the financial year in which the amendment is made.
- c. The Chairman and Vice Chairman Allowances for the Licensing Committee and the Planning Committee are amended to reflect those paid to the Chairman and Vice Chairman of the Audit and Governance Committee, Overview Committee and the Council.

Members may only receive one Special Responsibility Allowance with the exception of Political Group Leaders and Chairmen of Scrutiny and Policy Panels who may receive these Allowances in addition to one other Special Responsibility Allowance. The Chairman of a Scrutiny and Policy Panel shall be entitled to claim the allowance upon submission of the appropriate report to the Council.

Members will continue to receive allowances if suspended, pending an investigation, but will be required to repay them from the date of the suspension if the alleged offence is subsequently proven. Payment will be withheld during any periods of suspension following a proven case or when a Councillor ceases to be a member of the Authority or is in any way not entitled to receive allowances.

Dependants' Carers' Allowance

A Dependants' Carers' Allowance is available, which Members can claim to assist them with the cost for care of dependants they may have while on approved Council duties.

A maximum of 20 hours per week can be claimed. In addition, the Councillor cannot claim for multiple carers for multiple dependants within the same category of care.

From 1 April 2022 the Dependants' Carers' Allowance is paid up to and indexed to the National Living Wage.

The Allowance is not payable to a member of the claimant's own household or a family member and all claims must be supported by signed receipts.

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The Allowance is only payable where there is medical or social work evidence that care is required or in the case of children where the child is 14 years old or under.

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Travel and Subsistence Allowances

Members can claim Travel and Subsistence Allowances whilst on approved Council duties.

The following applies:

Rail Travel

Members should travel by standard class rail unless the Chairman of the Council and Monitoring Officer expressly state otherwise.

Bus travel should be considered in appropriate instances.

Members must make travel arrangements through the Democratic Services Team of the Council (except on grounds of urgency).

In some instances, savings on ticket prices can be achieved if bookings can be made at the earliest opportunity and Members are encouraged to contact the Democratic Services Team as soon as they are aware of their need to travel.

Where Members have made their own arrangements for travel they may reclaim the actual costs incurred (subject to the above limits)

Air Travel

Is permitted, under the following circumstances: -

- All bookings must be made through the Democratic Services Team (except on the grounds of urgency after consultation with the Chief Financial Officer)

and

- Where it can be demonstrated to be more cost effective than alternative modes of transport in terms of: -
 - Saving in time
 - Saving in overnight accommodation/subsistence costs
 - Direct and indirect travel costs
- Where a Councillor, on grounds of urgency and approved by the Section 151 Officer, incurs expenditure on air travel payments shall be limited to:
 - the ordinary fare or any cheap fare for travel by regular air service; or
 - where no such service is available, or, in the case of urgency, the fare actually paid by the Councillor.
- Where Members have made their own arrangements for travel they may reclaim the actual costs incurred (subject to the above limits)

Taxi and Private Hire Travel

The full costs of taxi and private hire fares will be reimbursed in cases of proven need and inability to drive or take alternative transport to attend approved duties. The reasons to be approved by the Chief Executive and where practicable in advance of fares being incurred. Fares will be reimbursed on the production of a receipt.

Other Forms of Transport

In all other cases, the amount of the fare for appropriate public transport will be paid.

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Other Incidental Travel Costs

Actual expenditure will be reimbursed for costs incurred on tolls, ferries and parking fees. Receipts must be obtained.

If a Councillor can demonstrate that in the previous municipal year, or can show in the forthcoming municipal year, that the cost of reimbursing parking while on approved duties is more than the cost of a Car Parking Permit then a parking Permit will be issued.

The reimbursement of the cost of parking permit or bus pass or the purchase of a permit or pass by the Council, on behalf of a Councillor is a Taxable Benefit and will be declared on the Council's returns to the Inland Revenue.

Mileage Rates

The mileage rates for Members will reflect HMRC mileage payment guidelines, currently the following rates apply:-

Cars and vans

45p per mile

Motorcycles

24p per mile

Bicycles

20p per mile

A passenger allowance of 5p per passenger may be payable in some circumstances. The passenger must be a fellow Councillor and the Councillor must receive the allowance from the Council.

Subsistence Allowance

Subsistence Allowance can only be claimed for the time necessary to attend approved duties, including necessary travelling time (i.e. not all the time spent away from the Councillor's residence, if some of that time includes non-eligible activities).

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Subsistence Allowance is claimable to enable a Councillor to perform any approved duty except that:

- Members should note that expenditure must be incurred before Subsistence Allowance may be claimed.
- Claims not supported by receipts and vouchers will not be paid.
- To claim subsistence allowance a member must be away from home for more than 4 hours

Where a meal is provided free of charge (except where the Councillor is in any case required to pay full board) then the allowance shall not be payable.

That Subsistence Allowance rates for Members will reflect the ELDC Officer Subsistence rates, currently the following rates apply:

- Breakfast (before 11am) £5.75
- Lunch (12-2pm) £7.94
- Tea £3.13
- Evening Meal (7pm) £9.82

Overnight Accommodation

Where a substantial journey has to be undertaken, e.g. to London or Aberdeen, Members are permitted to leave the previous day if they would otherwise have to leave home before 7 a.m. They may return the following day if they would otherwise arrive home after 10.00 p.m.

Hotel and other accommodation must (subject to below) be booked in advance by the Democratic Services Team to enable the Council to secure such discounts which may be available to it.

If, for reasons of urgency, a Councillor makes a booking direct and pays for the accommodation, reimbursement will be limited to the discounted cost available to the Council.

Approved Duties

Allowances may be paid for the following approved duties:-

- a meeting of the Executive
- a meeting of a committee of the Executive
- a meeting of the Authority
- a meeting of a Committee or Sub-Committee of the Authority
- a meeting of some other body to which the Authority make appointments or nominations
- a meeting of a Committee or Sub-Committee of a body to which the Authority make appointments or nominations

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- a meeting which has both been authorised by the Authority, a Committee, or Sub-Committee of the Authority or a Joint Committee of the Authority and one or more other authorities, or a Sub-Committee of a Joint Committee and to which representatives of more than one political group have been invited (if the Authority is divided into several political groups) or to which two or more Members have been invited (if the Authority is not divided into political groups)
- a meeting of a Local Authority Association of which the Authority is a member
- duties undertaken on behalf of the Authority in pursuance of any standing order requiring a Councillor or Members to be present while tender documents are opened
- duties undertaken on behalf of the Authority in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises
- any other duty approved by the Authority in connection with discharging the duties of the Authority or its Committees or Sub-Committees
- a Meeting/event to which the Councillor has received an official invitation from a representative of the Authority
- a training event organised by, or approved by the Authority

Notes:

I. From 1 April 2022 travelling expenses are payable for attendance at Parish/Town Council Meetings where the Councillor attends as a representative of East Lindsey District Council, provided that the Councillor is not a Member of the Parish/Town Council.

Payment Rules and Timescales

Payment of the Basic Allowance and Special Responsibility Allowance shall be paid in twelve equal monthly instalments

Claims for reimbursements for dependants' travel and subsistence expenses shall be supported by relevant receipts and shall be paid monthly in accordance with the rates set out herein.

Where receipts and/or vouchers are not available payments will be subject to National Insurance and Income Tax as appropriate and subject to evidence that the journeys claimed for have been made.

All claims must be made within 3 months of costs being incurred. Any claims outside of this period shall only be paid at the discretion of the Proper Officer.

Payment and reimbursements will be through the payroll system (except on the grounds of urgency as determined by the Chief Financial Officer).