

# **PART 6**

## **MEMBERS' ALLOWANCES SCHEME**

**2019/2020**

**MOLE VALLEY DISTRICT COUNCIL**  
**MEMBERS' ALLOWANCES SCHEME, APPROVED DUTIES FOR TRAVELLING AND**  
**SUBSISTENCE ALLOWANCES**

This scheme is the Mole Valley District Council Members' Allowances Scheme, and shall have effect from 1<sup>st</sup> April 2019.

**1. Basic Allowance**

A basic allowance shall be paid to each Councillor as set out in Appendix 1.

**2. Special Responsibility Allowances**

- (1) A special responsibility allowance shall be paid to those councillors specified in Appendix 1 to this Scheme who hold the special responsibilities in relation to the authority.
- (2) Subject to paragraph 5, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- (3) No such allowance shall be payable if such a payment would be contrary to a provision made by or under any enactment.

**3. Renunciation**

A Councillor may, by notice in writing given to the Executive Head of Service with responsibility for Democratic and Electoral Services, elect to forego any part of his/her entitlement to an allowance under this Scheme.

**4. Part-year Entitlements**

If a Member becomes entitled to a basic or special responsibility allowance during a year, the Member will be entitled to a payment of such part of the allowance proportional to the number of days during which he/she has been entitled to receive the allowance in that year.

**5. Travelling Allowances**

Travelling allowances shall be paid in the amounts set out in Appendix 2 in respect of the approved duties set out in Appendix 3.

**6. Subsistence Allowances**

Subsistence allowances are payable as set out in Appendix 4

**7. Claims and Payments**

- (1) Claims for travelling allowance should be made monthly.
- (2) Payments shall be automatically paid in respect of basic and special responsibility allowances on 25<sup>th</sup> of each month or on the preceding working day if the 25<sup>th</sup> is a weekend or public holiday
- (3) In the main, all allowances and expenses will be paid in the year in which they are incurred.

**BASIC ALLOWANCE AND SPECIAL RESPONSIBILITY ALLOWANCES****1. Basic Allowance**

A basic allowance of £4,468.32 from 1<sup>st</sup> April 2019 shall be paid to each Member per annum and shall be paid in 12 equal instalments.

**2. Special Responsibility Allowances**

(a) The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

<b>Member</b>	<b>Amount per Annum 2019/2020 £</b>
Chairman of the Council	<b>2617.60</b>
Vice-Chairman of the Council	<b>981.60</b>
Leader/Cabinet Leader	<b>7668.75</b>
Deputy Leader	<b>4345.62</b>
Portfolio Holders	If 4 or less Portfolio Holders – all to share £16,360 If 5 Portfolio Holders each to receive £3,272 If 6 Portfolio Holders each to receive £3,272 If 7 Portfolio Holders each to receive £3,272 If 8 Portfolio Holders – all to share £22,904  (these figures do not include the Leader or the Deputy Leader of the Council who receive a separate allowance)
Leader of the Opposition	<b>3819.04</b>
Deputy Leader of the Opposition	<b>547.04</b>
Chairman of Development Control	<b>2617.60</b>
Vice Chairman of Development Control	<b>357.87</b>
Chairman of Scrutiny	<b>2183.04</b>
Vice Chairman of Scrutiny	<b>306.75</b>
Chairman of Audit	<b>2183.04</b>
Vice Chairman of Audit	<b>306.75</b>
Chairman of Licensing	<b>547.04</b>
Chairman of Standards	<b>547.00</b>

Any leader of a group who does not receive an allowance by virtue of being Leader of the Council or Leader of the Opposition shall receive an allowance of £547 per annum.

If a Member is entitled to receive more than one Special Responsibility Allowance (SRA) by virtue of the positions held, they are entitled to claim all applicable SRAs

- (b) A Co-optee's allowance of £439.67 per member is to be paid to the two independent members and the Parish Council representative on the Standards Committee.

### **3. Carer's Allowance**

The following are specified as Carer's Allowances in respect of which Carer's allowances are payable in certain circumstances and the amounts of those allowances:

- a) Childcare allowance (on production of child's birth certificate indicating a child or children under 14 years of age)
- b) Other Dependant's Allowance (to be agreed between the Executive Head of Service with responsibility for Democratic and Electoral Services

Members eligible for this allowance can opt for either of the following:-

- A single payment of £1,022.50 per annum or
- Make claims up to £1,700 per annum (claims to be supported by valid business receipts).

Members must confirm to the Democratic & Electoral Services Manager which option they wish to opt for before making a first claim.

**APPROVED RATES FOR TRAVELLING ALLOWANCES**

**1. Cars/Private Transport**

Up to 1,500 cc	45p per mile
Over 1,500 cc	45p per mile

Motor Cycles	24p per mile
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Pedal Cycles	12p per mile
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The driver of a vehicle shall be paid 5p per mile extra in respect of any additional passenger (which is the maximum allowed by the HMRC).

**2. Public Transport**

Any journey made by public transport will be paid on production of receipts/tickets. Rail travel will be paid on the basis of standard class fare or any available cheap rate.

## APPENDIX 3

### LIST OF APPROVED DUTIES FOR THE PURPOSE OF TRAVELLING ALLOWANCES

1. Attendance at meetings of the Council and the Cabinet, Committees, Sub-Committees, Task Groups and other such working groups.
2. Attendance at conferences/seminars/training courses related to the role of Members and any other meeting authorised by the Council.
3. Attendance at meetings of the Local Government Association, Surrey Local Government Association, the South East England Regional Assembly, other similar regional and national bodies and Committees, sub-committees and other groups that a member might be appointed to.
4. Attendance at meetings of Surrey County Council, its Committees, sub-committees and other working groups that a member might be appointed to.
5. Attendance at meetings as a Chairman or Vice-Chairman or other with officers in preparation for Committee meetings.
6. Attendance at meetings of any body to which the Member has been appointed by the Council, with the exception of governing bodies of schools and charities.
7. Attendance at site visits for members of the Development Control Committee (or substitutes if attending a meeting on behalf of a Committee member)
8. Attendance at other meetings or organisations authorised by the Executive Head of Service with responsibility for Democratic and Electoral Services.

**RATES FOR SUBSISTENCE ALLOWANCES**

1. The rate of subsistence allowances shall not exceed:
  - (a) In the case of an absence, not involving an absence overnight, from the usual place of residence;
    - (i) of more than 4 hours before 11.00 am (breakfast allowance), £4.92
    - (ii) of more than 4 hours, including the period between 12 noon and 2.00 pm (lunch allowance), £6.77
    - (iii) of more than 4 hours, including the period 3.00pm to 6.00pm (tea allowance) £2.67
    - (iv) of more than 4 hours ending after 7.00pm (evening meal allowance) £8.38
2. Other costs necessarily incurred by Members will be reimbursed on the production of a receipt.