

# Part 6 - MEMBERS' ALLOWANCES SCHEME

The Slough Borough Council in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003 and subsequent Regulations hereby makes the following scheme:-

1. This scheme may be cited as the Slough Borough Council Members' Allowances Scheme and shall have effect commencing on 1<sup>st</sup> October 2010 and subsequent years.

2. In this scheme:

'Member' means an elected Member of the Slough Borough Council.

'Co-opted Member' means a person who is not an elected Member of the Authority but who is appointed as:-

- (a) a Member of any Committee or Sub Committee of the Authority, or
- (b) a Member of, and represents the Authority on, any Joint Committee or Joint Sub-Committee of the Authority.

## **Basic Allowance**

3. Subject to Paragraphs 9 and 10 below, an annual basic allowance of £8438 shall be paid to each elected Member.

## **Special Responsibility Allowances**

4. (1) A special responsibility allowance shall be paid to those Members who hold the special responsibilities in relation to the authority, which are specified in Schedule 1 to this scheme.

(2) Subject to Paragraphs 6 and 7, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

(3) A Member may only claim one special responsibility allowance and that allowance will be the maximum allowance the Member is entitled to claim.

## **Index Linking**

5. The Basic Allowance, Special Responsibility Allowances, Co-optees' Allowances, the annual cap on the DCA and the remuneration of the Independent Person be Indexed to the annual percentage salary increase for local government staff (at spinal column 49) to be adopted from 1 April 2019 and to run for 4 years (31<sup>st</sup> March 2023).

## **Co-opted Members' Allowance**

6. Co-optees appointed to the Audit and Corporate Governance Committee will receive an allowance of £548 per annum.

## **Independent Person- (Standards)**

7. The Independent Person (Standards) will receive an allowance of £1,314 per annum.

## **Travelling and Subsistence Allowances**

8. (1) Travelling and subsistence allowances shall be paid to each Member/Co-opted Member in respect of each occasion on which that Member carries out an approved duty **outside (Members)** the Borough as specified in **Schedule 2** to this Scheme. Travel inside the Borough can be claimed by Co-opted Members (mileage or actual costs (if using other forms of transport) subject to most cost effective provisions).

### **Travel**

- (2) Payment of travel allowance shall be at the same rate as that applied to Council employees at the time the duty is carried out as specified in **Schedule 3**.
- (3) Subject to paragraph (4) unless there are exceptional circumstances which have previously been approved by the Head of Democratic Services , all claims for travel allowance should be deemed to start and finish from the Member's usual place of residence and claims will need to be made on this basis.
- (4) Co-optees may claim travel allowances for attending meetings within the Borough when they are required to travel in from outside the Borough.
- (5) Travel by taxi or private hire vehicles will be reimbursed with the amount of fare by appropriate public transport unless there is no public transport reasonably available or in cases of urgency in which event the actual fare and any reasonable gratuity will be reimbursed on production of a valid receipt.
- (6) The rate of travel by public transport shall not exceed the amount of the ordinary fare or any available cheap fare plus any expenditure necessarily and actually incurred in undertaking the journey.
- (7) The rate of travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence allowance consequent on travel by air.
- (8) Provided that where the appropriate decision making body resolves, either generally or specifically, that the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding;
- (a) the cheapest fare available, or
  - (b) in case of urgency, the actual fare paid by the Member on approval of the Head of Democratic Services .

### **Subsistence**

- (9) Payment of subsistence allowance shall be at the same rate as that applied to Council employees at the time the duty is carried out as specified in Schedule 3.
- (10) Payment of subsistence allowance will be subject to the following conditions:
- the Member/Co-opted Member has personally and necessarily incurred expenditure on subsistence for the purpose of enabling him/her to perform an approved duty and any claim is accompanied by a valid receipt;
  - the Member/Co-opted Member is absent from his/her place of residence for more than 4 hours.
  - where food is provided free of charge or paid directly for by the Borough Council the Member/Co-opted Member will not be entitled to claim a subsistence allowance for the period to which the allowance relates.
- (11) Where a Member/Co-opted Member attends a UK conference/seminar authorised by the Council which necessitates an overnight stay, hotel accommodation will be booked and paid for direct by the Council. For all meals not paid for direct by the Council or included in the conference/seminar fees, the appropriate subsistence allowance may be claimed.
- (12) Where a Member has to book his/her own accommodation regardless of cost the maximum amounts he/she can claim are specified in Schedule 3.

### **Dependants' Carers' Allowances**

9. (1) Elected Members are entitled to claim a Dependants' Carers' Allowance in reimbursement of actual reasonable costs necessarily incurred in providing care for dependant relatives (see sub-paragraph 2 below) while the Member is carrying out an approved duty specified in **Schedule 4** up to an annual limit of **£1040** per Councillor.
- (2) Dependant relatives live with the claimant and are:
- Children aged 14 or under;
  - Elderly relatives requiring full-time care and
  - Relatives with disabilities or nursing requirements who require temporary or permanent full-time care
- (3) Members are entitled to claim a Dependants' Carers' Allowance for periods starting up to a maximum of an hour before the approved duty starts and ending up to an hour after it finishes in order to allow for essential travelling time.
- (4) Dependants' Carers' Allowances are not payable in respect of carers who are members of the immediate family or household. Dependent Carers Allowances can be claimed for care provided by informal carers as long as it is receipted.

### **Renunciation**

10. A Member may by notice in writing given to the Head of Democratic Services elect to forego any part of his or her entitlement to an allowance under this scheme, which will be binding for that financial year.

## **Part-Year Entitlement**

11. (1) Where the term of office of a Member begins or ends otherwise than at the beginning or end of a year, his/her entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her term of office as Member subsists bears to the number of days in that year.
- (2) Where a Member/Co-opted Member does not have throughout the whole of a year any such special responsibilities as entitle him/her to a special responsibility allowance or co-optee's allowance, his/her entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole the same proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

## **Repayment of Allowances**

12. Where payment of any allowance has already been made in respect of any period during which the Member/Co-opted Member concerned
- is suspended or partially suspended;
  - ceases to be a Member of the Authority; or
  - is in any other way not entitled to receive the allowance in respect of that period,
- the Council may require that such part of the allowance as relates to any such period be repaid to the Council.

## **Claims and Payments**

13. (1) Claims for travelling, subsistence and dependants' carers' allowances under the Scheme must be made in writing within two months of the date of carrying out the approved duty in respect of which the entitlement to the allowance arises. The Head of Democratic Services shall be authorised to consider on its merits and to make payment in respect of, any claim not received within two months of the date of performance of the duty.
- (2) Claims must be made on the appropriate Members' Allowances claim form accompanied by valid receipts. Claims will only be settled on production of valid receipts. In the case of travel expenses VAT fuel receipts for the period during which the approved duty for which the claim is made must be produced.
- (3) Payments shall be made in respect of basic, special responsibility and co-optees' allowances, in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month
- (4) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance, special responsibility or co-optees' allowance would result in the Member/Co-opted Member receiving more than the amount to which by virtue of paragraph 9, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

- (5) When Members are standing for re-election in order to ensure that no over payments are made, payment may be stopped with effect from midnight on the third day after the election. If the Member is re-elected payment of any allowances due will restart from midnight on the third day after the election and an adjustment will be made at the next pay day.

### **Advance Payment**

14. (1) Notwithstanding paragraph 12 above, if a Member can show that he/she has reasonable cause to the satisfaction of both the Director of Finance and Resources and Head of Democratic Services he/she may elect in any one year to have up to 20% of the value of his/her annual basic allowance entitlement paid in advance. (The total value of any sums paid in advance must not exceed 20% of the basic allowance payable to the Member for that year).
- (2) Any advance payment will be subject to the Member giving a signed undertaking that in the event of his/her ceasing to be an elected Member of the authority he/she or their estate will repay to the Council any moneys owing in respect of the advanced payment.
- (3) The Section 151 Officer and Head of Democratic Services have delegated authority to consider and determine requests submitted by Members for advanced payment of part of their basic allowance as provided for under the Scheme.

### **Membership of Another Authority**

15. Where a Member/Co-opted Member is also a member of another authority, that Member may not receive allowances from more than one authority in respect of the same duties.

**SLOUGH BOROUGH COUNCIL**  
**MEMBERS' ALLOWANCES SCHEME**

**SCHEDULE 1**

**SPECIAL RESPONSIBILITY ALLOWANCES 2019**

	£	% of Leader's SRA unless otherwise indicated
Leader of the Council	21,939	100%
Deputy Leader	15,357	70%
Lead Member (Commissioner)	12,066	55%
Chair of the Audit and Corporate Governance Committee	3,291	15%
Chair of the Overview and Scrutiny Committee	7,679	35%
Vice-Chair of the Overview and Scrutiny Committee	1,536	20.00% of Overview and Scrutiny Committee Chair
Chairs of the Scrutiny Panels	3,291	15%
Chair of the Planning Committee	5,485	25%
Vice-Chair of the Planning Committee	1,828	8.33%
Chair of the Licensing Committee	3,291	15%
Vice-Chair of the Licensing Committee	1,097	33.33% of Licensing Committee Chair
Chair – Trustee Committee	2,194	10%
Chair of the Employment and Appeals Committee	2,194	10%
Leader of the Majority Opposition Group	6,582	30%
Leader(s) of minority group(s)	4,388	20%

**Note:** An SRA for Leader(s) of Minority Group(s) will be payable provided that the Group has at least 5 Members.

**Co-optees' Allowances**

	£
Co-optee appointed to the Audit and Corporate Governance Committee	548

**The Independent Person**

The Independent Person (Standards) will receive an allowance of £1,314 per annum.

**SLOUGH BOROUGH COUNCIL**  
**MEMBERS' ALLOWANCES SCHEME**

**SCHEDULE 2**

**APPROVED DUTIES FOR THE PURPOSE OF THE PAYMENT OF TRAVELLING,  
SUBSISTENCE ALLOWANCES IF HELD OUTSIDE THE BOROUGH**

*(Not applicable where Outside Body has its own allowance scheme – See Schedule 3)*

1. Attendance at Meetings of the following:

Meeting of any standing Committee, Sub-Committee or Panel

Joint Committees including –

Berkshire Authorities Fire Joint Committee

Joint East Berkshire Health Overview and Scrutiny Committee

East Berkshire & Buckinghamshire Joint Health Overview & Scrutiny  
Committee

Social Services Statutory Panels including –

East Berkshire Adoption Panel

Registration Appeals Panel

Secure Accommodation Panel

Complaints Review Board

Foster Panel

Thames Valley Athletics Management Committee and Trust

Thames Valley Police Authority

School Admissions Forum

Local Government Association

Association of Councils for the Thames Valley Region

Standing Advisory Council on Religious Education

**NB: Allowances will be paid to voting Members only.**

2. Attendance as a representative of the authority on other bodies approved by the Council.
3. Attendance at site visits approved by Council, Cabinet, appropriate Committee, Sub-Committee or Panel.
4. Attendance as an official representative of the Council at meetings, functions and events hosted by outside organisations/bodies.

5. Attendance at a conference or similar meeting held inside the United Kingdom approved under the authority delegated to the Head of Democratic Services or specifically by the Council or a Committee including, but not restricted to, the following:-

Association of Directors of Social Services

Council for Local Education Authorities

Institute of Environmental Health Officers

Institute of Housing

Local Government Association Fire Conference

Local Government Association Tourism and Leisure Annual Conference

Local Government Association

National Housing and Town Planning Council

Public Library Authorities Conference

Standing Conference for Community Development

Royal Town Planning Institute

Town and Country Planning Summer School

6. Attendance at non-political conferences or meetings on matters of local government and local interest organised by this Council or other non-profit making bodies.
7. Attendance at training courses, seminars and conferences organised under the Members' Development Programme which the Head of Democratic Services or Council has previously approved for the payment of allowances.



**SLOUGH BOROUGH COUNCIL**  
**MEMBERS' ALLOWANCES SCHEME**

**SCHEDULE 3**

**TRAVEL AND SUBSISTENCE WHERE A MEMBER IS APPOINTED TO AN OUTSIDE BODY THAT HAS ITS OWN ALLOWANCE SCHEME**

Where a Member is appointed to an outside body that has its own allowance scheme (e.g. the Local Government Association and Royal Berkshire Fire & Rescue Authority) or provision to pay travel and subsistence (e.g. the Thames Valley Police & Crime Panel) the appointed Member should claim travel and subsistence allowances directly from the respective outside body.

**TRAVELLING AND SUBSISTENCE ALLOWANCES FOR MEMBERS 2015/16**

The travelling and subsistence allowances payable to Members for duties undertaken outside the Borough:

**TRAVELLING ALLOWANCES**

Based on HM Revenue & Customs current authorised mileage rates

**Rate per business mile**

<b>Vehicle Used</b>	<b>First 10,000 business miles</b>	<b>Each mile over 10,000 miles</b>
<b>Cars and vans</b>	<b>45p</b>	<b>25p</b>
<b>Motorcycles</b>	<b>24p</b>	<b>24p</b>
<b>Cycles</b>	<b>20p</b>	<b>20p</b>

For passengers an additional 5p per mile is paid per passenger

**Indexation of Travelling Allowances Outside of the Borough**

Mileage will be indexed to the HMRC rates

Other Travel: actual costs subject to most cost effective provisions

**SUBSISTENCE ALLOWANCES**

Based on and indexed to rates set by the South East Employers Organisation

**Indexation of Subsistence and Overnight Allowances (Outside of Borough Only)**

Allowances to be indexed to the maximum rates payable under the South East Employers Subsistence scheme

Breakfast	<b>£6.88</b>
Lunch	<b>£9.50</b>
Tea	<b>£3.76</b>
Evening Meal	<b>£11.76</b>
Overnight allowance	<b>£138.15</b>

**Overnight Absence / Out of pocket expenses**

Per night	<b>£5.28</b>
Per week	<b>£21.09</b>

**SLOUGH BOROUGH COUNCIL**  
**MEMBERS' ALLOWANCES SCHEME**

**SCHEDULE 4**

**APPROVED DUTIES FOR THE PURPOSE OF THE PAYMENT OF**  
**DEPENDANTS' CARERS' ALLOWANCE**

As prescribed by Regulation 7 of the Local Authorities (Members' Allowances) (England) Regulations 2003

- (a) The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that -
  - (i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
  - (ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) the attendance at a meeting of any association of authorities of which the authority is a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (f) the performance of any duty 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;
- (g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools); and
- (h) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.