

Members' Allowances Scheme 2013 to 2014.

Councillors are not paid a salary. However, they do get allowances to cover some of the costs of being a Councillor. The Basic Allowance, the Special Responsibility Allowance, childcare and carer's allowance, and travelling costs are set by the Council having noted recommendations put to it by the Independent Remuneration Panel.

1: Basic Allowance, and Special Responsibility Allowance (taxable).

Basic allowance: This is an annual flat rate payment to all Councillors, intended to recognise the time devoted by Councillors to work in their wards and political groups, recognising the level of out-of-pocket expenses Councillors incur in carrying out their functions (eg stationery, telephone costs, and computer consumables.) It also recognises that Councillors undertake their Council work for the sake of public service and not for private gain. For the 2013 / 2014 municipal year, each Councillor will receive an annual allowance of £2,782.

In addition, all forty-two Members of the Council receive £417 in an Area Committee allowance. Therefore, the total allowance for a City Councillor before adding any other special responsibilities listed below is £3,199.

Special Responsibility Allowance: This is paid to Councillors who have a higher than average workload, and/or hold particular positions of responsibility within the Council. For the municipal year 2013 / 2014 the allocation of Special Responsibility Allowances is as follows:

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| Leader | £10,433 |
| Executive Councillor | £8,346 |
| Scrutiny Committees - Chair | £1,113 |
| Scrutiny Committees - Vice-Chair | £278 |
| Scrutiny Committees - Minority Spokes (Labour) | £1,391 |
| Planning - Chair | £2,226 |
| Planning - Vice-Chair | £139 |
| Planning - Member (8) | £556 |
| Planning - Minority Spokes (Labour) | £1,550 |
| Planning - Minority Spokes (Independent/Conservative) | £835 |
| Licensing - Chair | £696 |
| Licensing - Vice-Chair | £139 |
| Licensing - Minority Spokes (Labour) | £696 |
| Licensing - Minority Spokes (Independent/Conservative) | £139 |
| Licensing - Member (12) | £417 |
| Joint Development Control (Chair / City spokes) | £2,226 |
| Joint Development Control - Member (6) | £556 |
| Civic Affairs - Chair | £1,113 |
| Civic Affairs - Vice-Chair | £278 |
| Civic Affairs - Minority Spokes | £556 |
| Employment Appeals Sub - Members (10) | £139 |

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| Leader of the Opposition Group - Labour | £2,789 |
| Leader of the Opposition Group – Independent/Conservative | £905 |

Special responsibility allowances for Opposition Group Leaders are calculated by allocating an amount equivalent to one fifth of the Basic Allowance (£640) to a notional 'group of one', which is then multiplied by the square root of the number of members that each group has in order to arrive at individual figures.

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| Area Committees - Chair (4) | £835 |
| Area Committees - Vice-Chair (4) | £139 |

2: Travel and Subsistence Allowances (mileage claims are taxable).

Councillors are paid at the same rates as Officers.

Mileage allowances with effect from 1 June 2012 are:

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| Casual User Mileage (up to 10,000 miles): | 45 pence per mile |
| Casual User Mileage (after 10,000 miles): | 25 pence per mile |

Bicycle rate is based on the HMRC advised rates, which is now 20 pence per mile.

The motorcycle rate is 24 pence per mile.

Travel and subsistence allowances are payable for those duties prescribed in Regulations; that is:

- 1: A meeting of the executive;
- 2: A meeting of a committee of the executive;
- 3: A meeting of the authority;
- 4: A meeting of a committee or sub-committee of the authority;
- 5: A meeting of some other body to which the authority make appointments or nominations;
- 6: A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations;
- 7: 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 councillors have been invited (if the authority is not divided into political groups);
- 8: A meeting of a local authority association of which the authority is a member;

9: 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;

10: Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996; and

11: Any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.

Reimbursement of public transport fares can also be made when attending approved council duties. For journeys by train, please ask for a **travel warrant** in advance of the journey from the Members' Services office.

VAT - Please let the staff in Members' Services make your hotel and flight bookings, as the Council can then reclaim the VAT.

You can only claim travel costs **from outside** Cambridge if your absence from Cambridge was unavoidable or if a meeting is called at short notice, and you have to make a journey which you would not otherwise have made. The exception to this rule is attending Planning or Licensing Committee meetings, as these take place more frequently than other meetings.

You cannot claim subsistence allowance for duties carried out within three miles of your home or if meals are provided.

Subsistence: can only be claimed where meals/accommodation are not provided.

Breakfast Allowance: £6.72.
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, before 11 am.)

Lunch Allowance: £9.28.
(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 2pm.)

Tea Allowance: £3.67.
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, including the period 3 pm to 6 pm.)

Evening Meal Allowance: £11.49.
(More than 4 hours away from normal place of residence or where the authority permits, a lesser period, ending after 7 pm.)

Overnight Subsistence.
Absence overnight from the usual place of residence: £79.82
In London, or attending an approved conferences: £91.04

3: Members' Childcare, and Carer's Allowance.

A Childcare/Dependent Carer Allowance is payable for actual expenditure incurred whilst undertaking approved council duties. No cap shall be put on the overall budget for this Allowance, or on that which is paid to an individual member of the Council in any given year. This allowance is set by the Council having had regard to the recommendations annually of the Independent Remuneration Panel. The Panel considered allowances for childcare and dependent relatives and concluded that it was appropriate for actual expenditure to be reimbursed. The allowance should be subject to receipts being submitted. The member must provide care for a person who normally lives with the member as part of his/her family and who is:

- 1: A child below school age during school hours;
- 2: A child under 14 outside of school hours; and
- 3: An elderly, sick, or disabled dependent requiring constant care.

A Carer will be any responsible mature person who does not normally live with the member as part of the member's family.

Payments made under this scheme will be open to public inspection.

Travel, subsistence and care allowances is payable for any invitations (except social events) from any official bodies. The Scheme is set so that payment of care, travel and subsistence allowances would be such that unexpected circumstances or new responsibilities or activities were covered by default, i.e. that rather than having a prescribed list of activities that ARE covered, have a list of proscribed activities (that are not covered).

4: Expenses

All Members are able to claim out of pocket expenses. The Council pays for:

- 1: Council letter-headed paper;
- 2: Plain paper;
- 3: Postage on the letters the Business Support team prepares for dispatch;
- 4: Ink cartridges (providing signature is received confirming that it is used predominantly for Council work);
- 5: Travelling expenses for:
 - A: Meetings that are approved Council duties (including site visits*);
 - B: Meetings instigated by an officer, which are (or had the potential to be) cross party;
 - C: Training and development for councillors organised by the Council
Attendance at conferences and seminars that have been booked by officers;
 - D: Briefings to Councillors that are cross party and organised by the Council;
 - E: Council Working Parties; and
 - F: Meetings of outside bodies attended as a Council representative
Civic duties in capacity as a Bailiff;

- 6: Hanging files and folders for Council-supplied filing cabinets;
- 7: Phone calls made from the Council offices;
- 8: Hiring of accommodation for Group Away Days; and
- 9: Personalised business cards and compliments slips.

The Councillor pays for:

- 1: Ink cartridges when used mainly for private work;
- 2: Pens, pencils, notepads, post-its and other ancillary stationery;
- 3: Travelling expenses relating to:
 - A: Meetings within the Ward(s);
 - B: Visits to constituents;
 - C: Attendance at civic functions (unless a Bailiff); and
 - D: Single party meetings/briefings.
- 4: Postage on letters typed and despatched by councillors;
- 5: Envelopes;
- 6: Phone calls made from home or mobile phones; and
- 7: Any party political affiliation fees or expenses.

5: Changes.

Entitlements will be payable on a part-year basis in any given year where:

- 1: The scheme is amended;
- 2: A Councillor either is elected to or leaves the Council; or
- 3: A Councillor takes on, or gives up, a position for which a special responsibility allowance is payable.

6: Co-optee's Allowance.

A co-optee's allowance of the minimum wage for hours served, plus out of pocket expenses, is available.

7: Back-dating.

There is no backdating to the beginning of the financial year of the allowances scheme in the event of the scheme being amended.

8: Adjustment.

There is no annual adjustment of allowance levels by reference to an index.

9: Pension Entitlement.

There is no entitlement to a pension for any member under its Allowances Scheme.

10: Advice.

Members may receive advice on the impact of receiving allowances and expenses on their tax and benefit position by contacting Karl Tattam in the Council's Finance Department (458161). A Local Government Information Unit publication "Councillors' Tax and Benefits" can also be made available to councillors on request. There are copies of this publication in the Members' Room at the Guildhall.

11: Timeliness.

Please make all claims **within two months** on the Council's official claim form. Claims which are received no later than 5 p. m. on the fifth calendar day of each month will be paid on the twenty-fourth day of that month.

12: Foregoing.

Finally, any member of the Council may, by notice in writing given to the Director of Resources, elect to forego any part of his/her entitlement to any Allowance under this scheme.