

PART 6

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¹ Approved 8 November 2007 – adjusted for cost of living April 2008

MEMBERS' ALLOWANCES SCHEME

1. INTRODUCTION

1.1 This Scheme

- (a) will be known as the Fenland District Council Scheme and shall have effect from 9 November 2007. At its meeting on 8 November 2007, the Council adopted a scheme based upon the recommendations of an Independent Remuneration Panel which met on 5 November 2007.
- (b) has been prepared in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.

1.2 In this Scheme

- (a) "Councillor" means an elected member of Fenland District Council.
- (b) "Leader of the Council" means the councillor appointed by the Council to fill that office.
- (c) "Deputy Leader of the Council" means the councillor appointed by the Council to fill that office.
- (d) "Opposition Group Leader" means the councillor notified to the Democratic Services and Licensing Manager as the councillor elected as leader of the political groups established under the provisions of the Local Government and Housing Act 1989 and subsequent regulations.
- (e) "Cabinet member" means a councillor appointed by the Council as a member of the Cabinet in accordance with the Council's Constitution.
- (f) "Year" means the twelve months ending with 31 March.

2. BASIC ALLOWANCE

- 2.1 For each year a basic, flat rate allowance shall be paid to each councillor, the level of the allowance being specified in the schedule to this scheme.
- 2.2 The basic allowance is designed to contribute towards expenses incurred as a result of undertaking Council business – such as the use of home and telephone and other semi-official activities carried out by councillors. This allowance is not intended to recompense councillors for all the time that they devote to Council business. It is assumed that some elements of the work of councillors are undertaken on a voluntary basis.

3. SPECIAL RESPONSIBILITY ALLOWANCE

3.1 For each year a special responsibility allowance shall be paid to those councillors who hold special responsibilities which fall into one or more of the following categories:

- (i) Acting as Leader of the Council
- (ii) Acting as Deputy Leader of the Council
- (iii) Membership of the Cabinet
- (iv) Acting as leader of an opposition group
- (v) Presiding at meetings of the Council, a committee or other body of the Council
- (vi) Such other activities in relation to the discharge of the Council's functions as require of the councillor an amount of time and effort greater than would normally be required of a councillor.

3.2 The amount of each such allowance shall be that specified in the schedule to this scheme. In (i) to (v) above, the special responsibility allowance payable is based upon a percentage of the level paid to the Leader of the Council.

3.3 A councillor may receive no more than two special responsibility allowances at any one time.

4. PENSIONS

4.1 All councillors shall be eligible to join the Local Government Pension Scheme and both basic and special responsibility allowances shall count as 'income' for this purpose. Applications to join the scheme shall be submitted in writing to the Executive Director (Finance). Councillors are strongly urged to seek independent financial advice in advance of applying to join the scheme.

5. DEPENDENTS' CARERS' ALLOWANCE

5.1 Child Care

The scheme provides for reimbursement of expenditure incurred by councillors in providing child care arrangements to facilitate their attendance at approved duties of the Council in accordance with the requirements that

- payment is made to someone other than a close relation (eg parent, guardian, brother, sister)
- payments for the care of under 8's are restricted to payments to registered child-minders and other statutory approved child care providers

- payments be restricted to the care of children up to their 14th birthday who normally reside with the member
- no payments be made in respect of the care of children of compulsory school age during school hours.

5.2 Care of Dependants

The reimbursement of expenditure on professional care for an elderly, sick or disabled dependent relative normally residing with the councillor and requiring constant care, subject to payments being restricted to agencies or persons qualified to provide the care other than close relations.

5.3 General Conditions

The following conditions will apply to both types of allowance:

- payments are made on the basis of reimbursement of actual hourly rate expenditure incurred for each hour of a councillor's absence from home and are subject to the production by the councillor of satisfactory receipts
- councillors to self-certify claims confirming that they have incurred expenditure in accordance with the scheme
- that qualifying meetings be restricted to those regarded as approved duties in the Council's scheme (see 6 below).

6. TRAVELLING AND SUBSISTENCE ALLOWANCES

6.1 Subject to the provisions set out in the attached schedule, travelling and subsistence allowances shall be paid to those councillors attending meetings in respect of the following duties:

- A meeting of the Cabinet or any committee of the Cabinet
- A meeting of the Council or a committee, sub-committee or other body of the Council (for which proper notice is given)
- A meeting held under joint arrangements with another authority (for which proper notice is given)
- Training and induction courses, seminars and conferences
- Site inspection meetings (for which proper notice is given)
- Formal meetings of outside bodies as a representative of the Council
- Undertaking civic duties as Chairman or Vice-Chairman of the Council

- Any other duty which has been approved by the Chief Executive.

7. CO-OPTEEES' ALLOWANCE

- 7.1 The Independent Members of the Council's Standards Committee shall each be paid an annual co-optees' allowance, at the rate specified in the schedule to this scheme.
- 7.2 Those persons in receipt of a co-optees' allowance from this Council shall be entitled to claim travelling and subsistence allowances where appropriate.

8. FOREGOING ALLOWANCES

- 8.1 A councillor may, by notice given in writing to the Chief Executive, elect to forgo all or any part of his/her entitlement to an allowance under this scheme.

9. WITHHOLDING ALLOWANCES

- 9.1 Where a councillor is suspended or partially suspended from his/her duties and responsibilities as a member of the Council, the relevant allowances (eg basic; special responsibility; travelling and subsistence) normally payable to him/her will be withheld by the authority for the duration of the suspension period.

10. PART YEAR ENTITLEMENTS

- 10.1 If the term of office or duty undertaken by a councillor begins or ends part way through a municipal year or amendment of the scheme during a municipal year or changes to the councillor's responsibilities during the year results in changes in the amount to which a councillor is entitled, calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the term of office, period of duty or relevant periods of the scheme bear to the municipal year in which they occur.

11. CLAIMS AND PAYMENTS

- 11.1 Payment of the basic and special responsibility allowances and the co-optees' allowance shall be made in twelve equal monthly instalments on or around 26th day of each month, subject to the arrangements for part year payment provisions set out above.
- 11.2 Claims for dependents' carers' and travelling and subsistence allowances under this scheme will need to be submitted in writing (using the prescribed claim form) to the Democratic Services and Licensing Manager within one month of the end of the financial year to which the claim relates.

11.3 Where a member of Fenland District Council is also a member of another local authority, (s)he shall not receive allowances from more than one authority in respect of the same duties.

12. UPDATING

12.1 The basic, special responsibility, subsistence and the co-optees' allowances rates will be updated in line with the annual award to the Council's APT & C staff, the first updating being applied from 1 April 2004.

12.2 Updating of travelling allowances will occur consequent to increases in the "tax-free approved amounts" set by the Inland Revenue.

13. INDEPENDENT REMUNERATION PANEL

13.1 An Independent Remuneration Panel has been established in accordance with the 2003 Regulations to produce reports making recommendations in respect of this allowances scheme and the Council must have regard to the recommendations of the panel in respect of allowances to be paid to councillors.

13.2 The scheme will be reviewed by the Independent Remuneration Panel on an annual basis unless circumstances dictate otherwise (reporting to the December meeting of the Council).

13.3 As soon as reasonably practicable after a receiving report from the panel, the Council will ensure that copies of the report are available for inspection and publicised in accordance with the 2003 Regulations.

13.4 The current panel has been retained until 31 December 2008.

14. PUBLICITY

14.1 The Council, as soon as reasonably practicable after determining a scheme of allowances, will ensure that copies of the scheme are available for inspection and publicised in accordance with the 2003 Regulations.

14.2 As soon as reasonably practicable, in each year, the Council will publish in its area the total sum paid to each councillor in respect of basic, special responsibility, travelling and subsistence and dependents' carers' allowances together with the amounts of co-optees' and travelling and subsistence allowances paid to each Independent Member.

SCHEDULE OF ALLOWANCES

The following allowances are applicable with effect from 9 November 2007:

1. MEMBERS' ALLOWANCES

(i) Basic Allowance

Payable to all members
(including an annual sum of £200 to cover the
cost of maintaining a Broadband connection) £4,022 p.a.

(ii) Special Responsibility Allowance

Payable to the following post holders:

Leader of the Council*	£15,231 p.a.
Deputy Leader of the Council	£6,056 p.a.
Cabinet Members with portfolio holder responsibilities (x 10)*	£8,418 p.a.
Chairman of Overview and Scrutiny Panel	£7,572 p.a.
Vice-Chairman of Overview and Scrutiny Panel	£1,515 p.a.
Chairman of Planning Committee	£7,572 p.a.
Vice-Chairman of Planning Committee	£1,515 p.a.
Chairman of Licensing Committee	£1,515 p.a.
Chairman of Standards Committee	£1,515 p.a.
Chairman of Staff Committee	£1,515 p.a.
Chairman of Corporate Governance Committee	£1,515 p.a.
Chairman of Council **	£3,784 p.a.
Leader of the Main Opposition Group	£5,300 p.a.
Leader of other Opposition Groups	£1,515 p.a.

* includes annual sum of £90 to cover the cost of having a mobile phone available for Council Business

** payable in addition to the "Civic Dignitaries" allowance paid under the provisions of the Local Government Act 1972 (see (v) overleaf)

(iii) Dependents' Carers' Allowance

Payable at actual cost per hour for care of dependents whether children, elderly or people with disabilities, while a member is on Council business.

(iv) Co-optees' Allowance

Payable to Independent Members of the Standards Committee - £600 p.a.

(v) **Other Allowances – for information**

The following are paid pursuant to the Local Government Act 1972 (approved by the Council at each annual meeting):

*	Chairman of the Council	£3,400 p.a. (for 2007/08)
*	Vice-Chairman of the Council	£ 830 p.a. (for 2007/08).

2. **SUBSISTENCE ALLOWANCES**

For approved duties both inside and outside the District the following rates apply:

- (i) Breakfast allowance
(more than 4 hours away from normal place of residence before 11.00 am) £5.85
- (ii) Lunch allowance
(more than 4 hours away from normal place of residence including the lunchtime between 12 noon and 2.00 pm) £8.15
- (iii) Tea allowance
(more than 4 hours away from normal place of residence including the period 3.00 pm to 6.00 pm) £3.23
- (iv) Evening meal allowance
(more than 4 hours away from normal place of residence ending after 7.00 pm) £10.09

The rates set out above shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body in respect of the meal or the period to which the allowance relates.

Meals on trains - the reasonable costs of main meals taken on trains during a period for which there is entitlement to day subsistence is reimbursed in full subject to the limits set out above.

3. **TRAVELLING ALLOWANCES**

(i) **Motor Mileage Allowance**

The rate for motor cars is 40p per mile

This rate applies if travel results in a substantial saving of the member's time or is in the interests of the body or is otherwise reasonable.

Passenger Supplement - for passengers, not exceeding 4, a supplement of 5.0 pence per mile for each passenger carried.

(ii) **Motorcycle Allowance**

The rate for motorcycles is 24p per mile.

(iii) **Bicycle Allowance**

The rate for bicycles is 20p per mile.

(iv) **Public Transport**

For most forms of public transport and the use of taxicabs, the actual cost will be reimbursed. In the case of train journeys, a "rail warrant" will normally be provided by the Council.

The rate for travel by a hired motor vehicle other than a taxicab shall not exceed the rate which would have been applicable had the vehicle belonged to a member who hired it:

provided that where the body so approves, the rate may be increased to an amount not exceeding the actual cost of hiring.

The rate for 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:

provided that where the 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 ordinary fare or any available cheap fare for travel by regular air service, or
- (b) where no such service is available or in case of urgency, the fare actually paid by the member.

4. **OVERNIGHT SUBSISTENCE**

Allowance for absence overnight from the usual place of residence	£89.05
Allowance for such absence in London (within specified London Boroughs) or for attendance at the annual conference of the Local Government Association	£101.56

These rates only apply where the Council has **not** booked and paid for the accommodation on behalf of the member.

PART 7

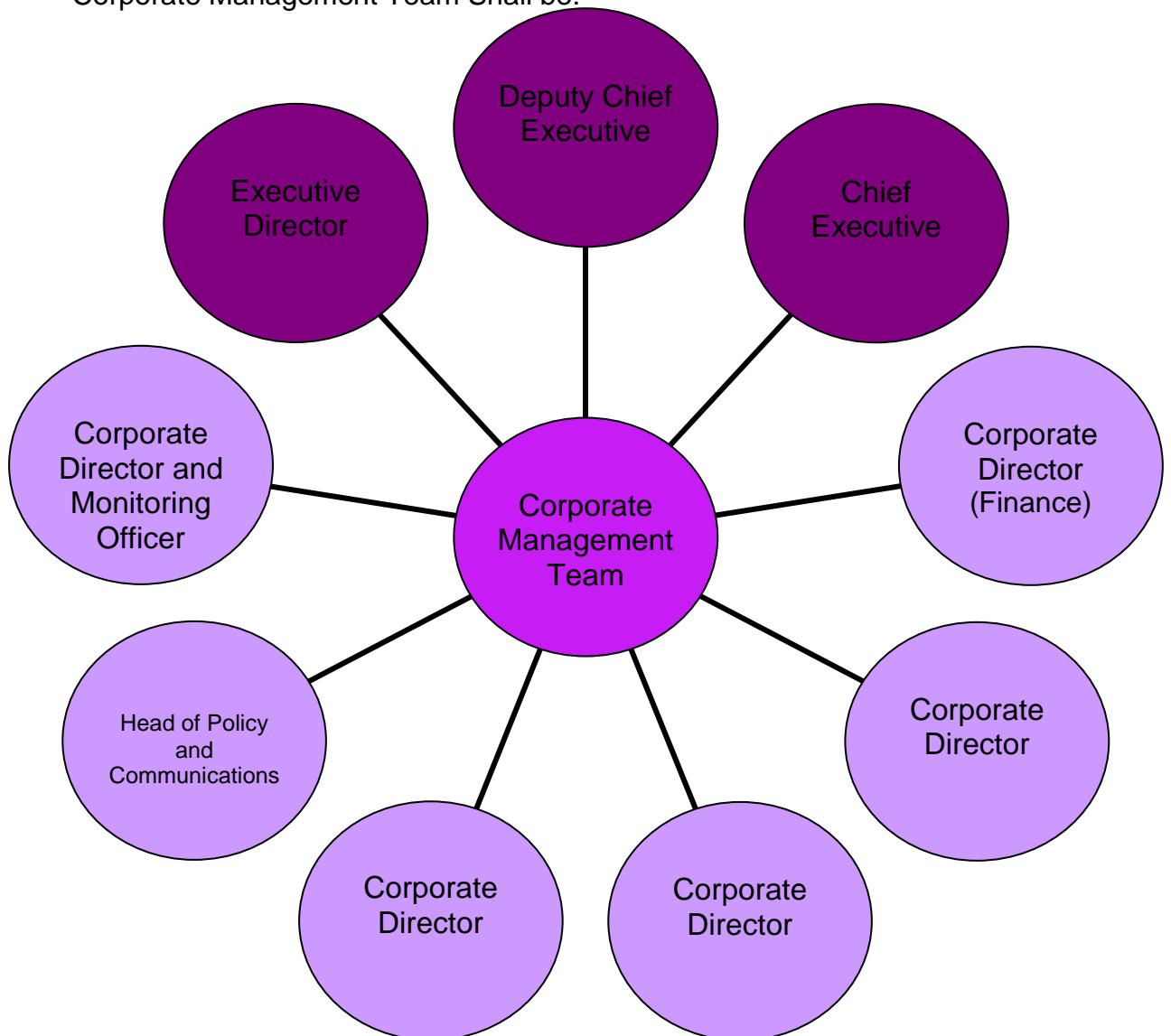
MANAGEMENT STRUCTURE

MANAGEMENT STRUCTURE

Strategic Management Team shall comprise:

- The: Chief Executive
- Deputy Chief Executive
- Executive Director (Finance)
- Executive Director

Corporate Management Team Shall be:



Note; Note one Corporate Director currently on secondment.