

# Part 6

## Members' Allowances Scheme

Rother District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. This scheme may be cited as the Rother District Council Members' Allowances Scheme, and shall have effect for the municipal years 2019-2023.

### Basic Allowance

2. (1) Subject to the provisions of this scheme, for each year a basic allowance shall be paid to each Councillor as set out in Schedule 1.
- (2) Such allowance payable to all 38 Councillors is intended to recognise the time devoted by them to their work, including attendance at meetings of the Council, Cabinet, Committees, Sub-Committees and Task and Finish Groups, representation of the Council on outside bodies, meetings with constituents and all incidental costs such as the use of their private telephones and internet connection. The Basic Allowance is also set to reflect an element of voluntary public service.
- (3) The Basic Allowance will be increased each year in May, in line with the staff pay award agreed in the preceding September for the Council years 2020-21, 2021-22 and 2022-23. Following each annual increase, the amount will be either rounded up or down to the nearest full pound.

### Dependent/Childcare Allowance

3. A Dependent/Childcare Allowance is available to Councillors under which they will be reimbursed up to £11.00 per hour for the care of elderly dependents and up to £9.00 per hour for childcare, based on actual payments made up to these limits. This allowance is available in respect of costs necessarily incurred in making arrangements for the care, other than by members of their own household, of children or other dependents living with them in order to enable them to perform their duties.
4. The qualifying period includes time spent during the hand-over of care and the travel time to and from duties, not just the actual hours spent in conducting duties.

### Special Responsibility Allowances

5. (1) Subject to the provisions of this scheme, for each year a Special Responsibility Allowance (SRA) shall be paid to those Councillors who hold the special responsibilities in relation to the Council and in the amounts that are specified in Schedule 1 to this scheme.

- (2) Such allowances are intended to recognise the time devoted by those Councillors who have significant extra responsibilities, but are also set to reflect an element of voluntary public service.
- (3) No Member shall be in receipt of more than one SRA at any one time. Should a Member be conducting two roles that attract a SRA, the higher of the two SRAs will be payable.
- (4) The SRAs will be increased each year in May, in line with the staff pay award agreed in the preceding September for the Council years 2020-21, 2021-22 and 2022-23. Following each annual increase, the amounts will be either rounded up or down to the nearest full pound.

### **Co-optees Allowances**

6. (1) Subject to the provisions of this scheme, a co-optees' allowance shall be paid to those persons appointed to the Council's Audit and Standards Committee who are not Members of the Council.
- (2) Such allowances shall be paid to these persons in the amounts that are specified in Schedule 2 to this scheme.
- (3) Such allowances are intended to recognise the time devoted by such persons but are also set to reflect an element of voluntary public service.

### **Renunciation**

7. A Councillor or other recipient of an allowance may elect to forego any part of his or her entitlement to an allowance under this scheme by giving notice to the Assistant Director Resources.

### **Part-year Entitlement**

8. (1) If an amendment to this scheme is made which affects payment of a basic allowance, a SRA or a co-optees' allowance in the year in which the payment is made, then in relation to each of the periods
  - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

the entitlement to such an allowance shall be the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (2) Where the term of office of a Councillor or other Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor or other Member to a basic and/or SRA or co-optees' allowance shall be such part of the said allowance as bears to the whole

the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.

- (3) Where this scheme is amended as herein mentioned and the term of office of a Councillor does not subsist throughout the said period the entitlement of any such Councillor or other Member to a basic and/or SRA or co-optees' allowance shall be to the payment of such part of the said allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his or her term of office as a Councillor or other Members subsists in that period bears to the number of days in that period.

### **Travelling and Subsistence Allowances**

9. Councillors or other Members are entitled to receive travelling and subsistence allowances at the rates specified in Schedule 3 to this scheme where they necessarily incur expenditure for the purpose of enabling them to perform an approved duty.

An approved duty comprises attendance at:-

- (a) for the purpose of paying travelling and subsistence allowances:
- i) the bodies set out within Schedule 4 to this scheme by the Member or Members specifically appointed thereto as the Council's representative.
  - ii) formal site inspections by Members of the Planning Committee (and by Members of other Committees in the case of joint inspections) provided these have been resolved by the Planning Committee or any other Committee as a necessary incidence of consideration of a planning application.
- (b) for the purpose of paying travelling allowance only:
- i) the Cabinet or any Council Committee, Sub-Committee, Task and Finish Group etc., (whether or not specifically appointed thereto) by any Member.
  - ii) any other meetings or visits within the Rother District by any Member provided that it is considered by the Member to be necessary in the furtherance of their duties as a Councillor and subject to any claims in connection therewith being countersigned by the appropriate Group Leader before submission to the Council for payment. In the case of claims by Group Leaders, countersignature will be required from an Executive Director.
  - iii) any other meetings or visits outside of the Rother District by any Member provided that it is considered by the Member to be necessary in the furtherance of their duties as a Councillor and subject to the prior approval of the Leader of the Council and any claims in connection therewith being countersigned by the Leader of the Council before submission to the Council for payment. In the case of visits by the Leader the prior approval and subsequent countersignature of an Executive Director will be required.

## **Repayment of Allowances Paid**

10. Where an Allowance has already been made in respect of any period during which the Councillor concerned
  - (a) ceases to be a Councillor; or
  - (b) is in any other way not entitled to receive an Allowance in respect of that period

the Councillor shall repay to the Council such part of the Allowance as relates to any such period.

## **Claims and Payments**

11. Payments shall be made in respect of basic, special responsibility and co-optees' allowances monthly on or about the 20<sup>th</sup> day of each month and in respect of other allowances (i.e. travel and subsistence), on or about the 20<sup>th</sup> day of each month in respect of claim forms received by the Assistant Director Resources by no later than the fifth day of each month.

## SCHEDULE 1

### BASIC ALLOWANCE

1. **Basic Allowance:**

	<b>£ (pa)</b>
2019-20	4,475.00

### SPECIAL RESPONSIBILITY ALLOWANCES

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

**Leader of the Council (1)** (including leadership of majority Political Group and membership of Cabinet)

	<b>£ (pa)</b>
2019-20	13,071.00

**Deputy Leader of the Council (1)** (including membership of Cabinet)

	<b>£ (pa)</b>
2019-20	3,685.00

**Other Cabinet Members (8), Chairman of Planning Committee (1), Chairman of the Overview and Scrutiny Committee (1)**

	<b>£ (pa)</b>
2019-20	2,843.00

**Chairman of Audit and Standards Committee (1) and Chairman of Licensing & General Purposes Committee (1)**

	<b>£ (pa)</b>
2019-20	2,080.00

**Other Political Group Leaders**

	<b>£ (pa)</b>
2019-20	445.00 + 77.00 per Member

## **SCHEDULE 2**

### **CO-OPTEES' ALLOWANCES 2019-23**

#### **Other (non-District Councillor) Standards Committee Members (4)**

3 Independent Persons = £361.00 p.a.

2 Parish and Town Council Representatives = £204.00 p.a.

## **SCHEDULE 3**

### **TRAVELLING ALLOWANCES**

Cars                    45p/mile (plus an additional 5p/mile per passenger carried)\*

Motorcycles        24p/mile

Cycles                20p/mile

Use of public transport will be paid at the second class rail fare and / or bus.

\* Travelling Allowances for both the approved mileage and passenger mileage rates will be fixed in line with HM Revenue & Customs 'Approved Mileage Allowance Payments' from 2019-2023

### **SUBSISTENCE ALLOWANCES 2019-23**

Breakfast	-	£5.50
Lunch	-	£7.70
Tea	-	£3.30
Dinner	-	£11.00

## **SCHEDULE 4**

1066 Country Member Liaison Group  
A21 Reference Group  
Action in Rural Sussex  
Battle Abbey Explanatory Board  
Battle Area Sports Centre Management Committee  
Bexhill Chamber of Commerce and Tourism  
Bexhill Museum Limited (formerly Society of Bexhill Museums)  
Bexhill Town Forum Executive Committee  
Bexhill Trust  
Combe Valley Community Interest Company  
Connecting Hastings and Rother Together, Local Action Group  
De La Warr Pavilion Charitable Trust  
District Councils' Network  
Dungeness Power Station Site Stakeholders Group  
East Sussex Energy, Infrastructure & Development Ltd  
East Sussex Health and Wellbeing Board  
East Sussex Health Overview and Scrutiny Committee  
East Sussex Strategic Partnership  
Hastings Advice and Representation Centre  
Harbour of Rye Advisory Committee  
Hastings and Bexhill Renaissance Ltd  
Hastings and Rother Task Force (formerly Hastings and Bexhill Task Force)  
Hastings and Rother Mediation Service  
Hastings Furniture Service  
High Weald AONB Forum / Joint Advisory Committee  
Local Government Association  
Local Government Association – Coastal Issues Special Interest Group  
Pevensey and Cuckmere Water Level Management Board  
Police & Crime Commissioner Panel  
Romney Marshes Area Internal Drainage Board  
Romney Marsh Partnership  
Rother District Citizens Advice Bureau  
Rother Local Strategic Partnership  
Rother Voluntary Action  
Rural Rother Trust  
Rye Harbour Nature Reserve Management Committee  
Rye Partnership  
Rye Sports Centre Advisory Committee  
Safer Rother Partnership  
Safer Rother Partnership: Violent Crime Action Group  
South East Employers  
The Sussex Local General Panel (formerly AmicusHorizon Area Panel)  
Team East Sussex (TES)  
Tourism South East  
WARR Partnership