



## BOROUGH OF BOURNEMOUTH

### SCHEME OF MEMBERS' ALLOWANCES 2017/18

Bournemouth Borough 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 Bournemouth Borough Council Members' Allowances Scheme. The Scheme is to take effect from 1 April 2017 and will remain in place until 31 March 2018 or earlier if amendment is applicable.
2. This scheme takes account of guidance published by the Government in 2007 in a document entitled "New Council Constitutions: Guidance on Regulations for Local Authority Allowances".
3. In this scheme,

"Councillor" means a member of the Bournemouth Borough Council who is a councillor,

"Appointed Member" means the following:

- (a) The two independent persons on the Standards Committee and independent persons on the Audit and Governance Committee.
- (b) The two members on the Children's Services Overview and Scrutiny Panel who represent the Diocesan Authorities and have statutory voting rights.
- (c) The two members on the Children's Services Overview and Scrutiny Panel who act as Parent Governor representatives (Primary Phase and Secondary Phase) and have statutory voting rights.

“Co-opted Member” means a person who is not a member of the authority but who is a member of an Overview or Scrutiny Panel, Education Admission Appeal Panel or education Exclusion Appeals Panel.

“Year” means the 12 months ending 31<sup>st</sup> March.

#### **Basic Allowance**

4. Subject to paragraph 12, for each year a basic allowance of £9,290.60 shall be paid to each Councillor. This allowance is intended to meet the incidental expenses of Councillors such as postage, telephone calls, arranging Ward surgeries, items of stationery including printers and other IT consumables.

#### **Special Responsibility Allowances**

5. For each year a special responsibility allowance, in addition to the basic allowance, shall be paid to those Councillors who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this scheme.
6. Subject to paragraph 12, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

#### **Co-optees' Allowance**

7. Subject to paragraph 12, for each year a co-optees' allowance of £929.06 shall be paid to each appointed member.
8. The amount of the co-optees' allowance payable to any appointed member who presides at a meeting of the Children's Services Overview and Scrutiny Panel shall not be less than the minimum amount of the special responsibility allowance payable under the Authority's Scheme to a person who presides at meetings of any other of the Authority's Overview and Scrutiny Panels.

#### **Childcare and Dependant Carers' Allowance**

9. For each year a childcare and dependant carers' allowance shall be paid to those Councillors and appointed members who incur expenses in arranging for the care of their children or dependants whilst undertaking duties that are specified in Schedule 2 to this scheme.

10. The amount of such allowance shall be the actual fee per hour but not exceeding £7.98 per hour or such other figure reflecting the actual cost of providing complex care as may be considered appropriate by the Service Director for Legal and Democratic. The paid carer cannot be a member of the immediate family or household. The allowance will cover paid care for the following who live with the claimant:-

Children aged 15 years and under  
 Elderly relative requiring constant care  
 Disabled relative requiring constant care  
 Relative with learning disabilities requiring constant care

### Renunciation

11. A Councillor or appointed member may by notice in writing given to the Chief Executive elect to forego any part of his or her entitlement to an allowance under this scheme.

### Part-Year Entitlements

12. (1) The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor or appointed member to basic, special responsibility and co-optees' allowances where, in the course of the year, this scheme is amended or that Councillor or appointed member becomes, or ceases to be, a Councillor or appointed member, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

(2) If an amendment to this scheme changes the amount to which a Councillor or appointed member is entitled by way of a basic allowance, a special responsibility allowance or a co-optees' allowance, 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 to the payment of such part of 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.

(3) Where the term of office of a Councillor or appointed member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor or appointed member to a basic allowance or co-optees' allowance shall be to the payment to such part of the basic allowance or co-optees' 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.

(4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Councillor or appointed member does not subsist throughout the period mentioned in sub-paragraph (2)(a), the entitlement of any such Councillor or appointed member to a basic allowance or co-optees' allowance shall be to the payment of such part of the basic allowance or co-optees' 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 which his or her term of office as a Councillor or appointed member subsists bears to the number of days in that period.

(5) Where a Councillor has during part of, but not throughout, a year special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to the payment to such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has special responsibilities bears to the number of days in that year.

(6) Where this scheme is amended as mentioned in sub-paragraph (2), and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor's entitlement shall be to the payment of such part of the 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 in that period during which he or she has such special responsibilities bears to the number of days in that period.

### **Travelling and Subsistence Allowances**

13. Councillors, appointed members and co-opted members may claim travelling and subsistence allowances in respect of the approved duties and at the rates prescribed in Schedule 3 to this scheme.

### Payments

14. Payments shall be made in respect of basic, co-optees' and special responsibility allowances in instalments of one-twelfth of the amount specified in this scheme on the last banking day of each month.
15. Where a payment of one-twelfth of the amount specified in this scheme in respect of basic allowance, special responsibility allowance or a co-optees' allowance would result in a Councillor or appointed member receiving more than the amount to which, by virtue of paragraph 12, 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.

### Claims

16. Claims for the payment of childcare and dependant carers' allowance and travelling and subsistence allowances under this scheme must be made using the electronic expenses system within two months of the date on which the duty is carried out. *Claims received outside this timescale will only be paid in the case of exceptional circumstances.*
17. Claims for the payment of a childcare and dependant carers' allowance must be supported by the production of an official receipt relating to the expenditure incurred by the Councillor or appointed member for the provision of these services.

### Indexing of Allowances

Note: The following uprating mechanisms are now subject to review.

18. Subject to the approval of the Council, the basic, special responsibility, co-optees', dependant carers' and childcare, and subsistence allowances set out in this Scheme will be uprated by any percentage pay settlement to local government staff agreed by the National Joint Council for Local Government Services, this uprating mechanism to apply for a period of four years commencing 1<sup>st</sup> April 2012 after which its application will be reviewed.
19. Subject to the approval of the Council, the motor car and motorcycle allowances set out in this Scheme will be uprated in line with any future changes announced by the Inland Revenue in relation to the maximum limits which will not be treated as a taxable benefit, this uprating to apply for a period of four years commencing 1<sup>st</sup> April 2012 after which its application will be reviewed.

## SCHEDULE 1

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

<i>Leader of the Council</i>	-	<i>£17,652.00</i>
<i>Deputy Leader of the Council</i>	-	<i>£13,239.00</i>
<i>Members of the Cabinet</i>	-	<i>£11,034.00</i>
<i>Chairmen of Overview and Scrutiny Panels</i>	-	<i>£4,413.00</i>
<i>Vice-Chairmen of Overview and Scrutiny Panels</i>	-	<i>£1,104.00</i>
<i>Chairman of the Audit and Governance Committee</i>	-	<i>£4,413.00</i>
<i>Vice-Chairman of the Audit and Governance Committee</i>	-	<i>£1,104.00</i>
<i>Chairmen of Planning and Licensing Boards</i>	-	<i>£8,826.00</i>
<i>Vice-Chairmen of Planning and Licensing Boards</i>	-	<i>£4,413.00</i>
<i>Chairmen of Appeals Board</i>	-	<i>£6,621.00</i>
<i>Vice-Chairmen of Appeals Board</i>	-	<i>£3,309.00</i>
<i>Chairman of Standards Committee</i>	-	<i>£4,413.00</i>
<i>Vice-Chairman of Standards Committee</i>	-	<i>£3,309.00</i>
<i>Members of Planning and Licensing Boards (excluding Chairmen and Vice-Chairmen)</i>	-	<i>£1,764.00</i>
<i>Members of the Planning Agenda Group (excluding the Chairman and Vice-Chairman of the Planning Board)</i>	-	<i>£882.00</i>
<i>Member of the Adoption Panel</i>	-	<i>£1,764.00</i>
<i>Member of the Fostering Assessment Panel</i>	-	<i>£1,764.00</i>
<i>Leaders of Political Groups</i>	-	<i>£1,764.00 plus £176.40 for each other Member of the Group</i>

## SCHEDULE 2

An allowance in respect of expenses in arranging for the care of children or dependants shall be paid in respect of the following duties:-

- (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 any committee or sub-committee of such a body;
- (b) the attendance at any 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 one or more 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 are 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 are 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 are a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority are 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 number of 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 school approved for the purposes of Section 342 (special schools) of the Education Act 1996(a); 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.



### SCHEDULE 3

An allowance in respect of travelling and subsistence expenses shall be paid in respect of the following duties:-

- (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 any committee or sub-committee of such a body;
- (b) the attendance at any 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 one or more 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 -
  - (iii) where the authority are divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited, or
  - (iv) if the authority are 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 are a member;
- (d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority are 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 number of 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 school approved for the purposes of Section 342 (special schools) of the Education Act 1996(a); 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.

The rates for travelling and subsistence are as follows:-

**(a) Travelling Allowances**

(i) Motor Cars:

- (A) 40p per mile irrespective of the size of the car engine.  
(B) 45p per mile in respect of claims by the existing independent members who serve on Education Admission and Exclusion Panels.

Where appropriate such claims may be supplemented by:-

*(1) Carriage of passenger(s) (not exceeding four) for whom a travelling allowance would otherwise be payable - at a rate of 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers.*

*(2) Not more than the amount of any expenditure incurred on tolls, ferries or parking fees, including overnight garaging.*

(ii) Motorcycles - 24p per mile irrespective of the size of the motorcycle engine.

(iii) Bicycles - 40p per mile.

Claims may be made by Councillors, appointed members and co-opted members for the cost of travelling by public transport. Councillors, appointed members and co-opted members are expected to use the most economic method of transport in respect of attendance at duties approved by the Council. In addition, as a general rule, travel by rail in respect of attendance at duties approved by the Council will be at the standard class fare. Receipts for the purchase of rail tickets should be obtained as proof of travel when submitting claims for reimbursement.

**(b) Subsistence Allowances**

*(A) In the case of an absence not involving an absence overnight from the usual place of residence:-*

- |   |                 |
|---|-----------------|
| <i>(a) Breakfast (more than 4 hours away before 11.00 a.m.)</i>         | <i>- £7.14</i>  |
| <i>(b) Lunch (more than 4 hours including 12 Noon to 2.00 p.m.)</i>     | <i>- £10.72</i> |
| <i>(c) Tea (more than 4 hours including 3.00 p.m. to 6.00 p.m.)</i>     | <i>- £5.35</i>  |
| <i>(d) Evening Meal (more than 4 hours away ending after 7.00 p.m.)</i> | <i>- £14.29</i> |

*(B) In the case of absence overnight from the usual place of residence  
- £107.18*

*(C) For such an absence overnight in London or for the purposes of attendance at an annual conference (including or not including an annual meeting) of the Local Government Association or the British Resorts Association - £142.91*

(Notes: - (1) Any rate determined as above shall be deemed to cover a continuous period of twenty-four hours.

(2) The rates specified are to be reduced by an appropriate amount in respect of any meal provided free of charge by any authority or body during the period to which the allowance relates.

(3) Councillors, appointed members and co-opted members are required to submit receipts for hotel accommodation, meals etc., with their claims in order that VAT may be reclaimed thus reducing the cost to the Authority.)

(4) The overnight absence rates specified above will not apply in respect of attendance at conferences by Councillors where a designated conference hotel has to be used.

<p><b><i>GENERAL NOTES IN RESPECT OF CLAIMS FOR TRAVELLING AND SUBSISTENCE ALLOWANCE</i></b></p>
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(1) When submitting claims for the payment of travelling and subsistence allowance, Councillors, appointed members and co-opted members are requested to quote, in the column provided on the claim form, the appropriate reference in respect of the approved duty. The references are as follows:-

*A - Attendance at Agenda Briefing Sessions*

*C - Attendance at meetings of Council, Cabinet, Overview and Scrutiny Panels, Statutory Boards, Committees, Appeal Panels, and Task and Finish Groups*

*O - Attendance at Meetings of Outside Bodies (please quote number against each body as set out in Appendix A e.g. for attending a meeting of the South East Dorset Strategic Planning and Transportation Joint Committee, please quote O24)*

**S - Attendance at Seminars and Training Courses arranged by the Council**

(2) In accordance with the policy agreed by Council, when processing claims, priority will be given to those submitted on a regular basis for the preceding Council cycle. Claims for longer periods could be delayed. A claim for a travelling and subsistence allowance under the scheme must be made within 2 months of the date on which the duty is carried out and any claims received outside this timescale will not be paid. *Claims received outside this timescale will only be paid in the case of exceptional circumstances.*

## APPENDIX A

<u>OUTSIDE BODY</u>	<u>CLAIM REFERENCE NO.</u>
Bournemouth International Airport Consultative Committee	1
Bournemouth and Poole Health and Wellbeing Board	2
Bournemouth 2026 Trust	3
Bournemouth Symphony Orchestra Council	4
British Resorts Association	5
Dorset Archaeological Committee	6
Dorset Countryside Local Access Forum	7
Dorset Healthcare University NHS Foundation Trust	8
Dorset Heathlands Executive Group	9
Dorset Local Transport Body	10
Dorset Minerals and Waste Advisory Committee	11
Dorset Pension Fund Investment Committee	12
Dorset Playing Fields Association	13
Dorset Joint Public Health Board	14
Dorset Police and Crime Panel	15
Dorset and South Wiltshire Planning and Transportation Committee	16
Dorset Waste Management Liaison Committee	17
Joint Archives Advisory Board	18
Local Government Association (in accordance with the Association's Scheme)	19
National Parking Adjudication Service Joint Committee	20
Poole Hospital NHS Foundation Trust	21
Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust	22
South East Dorset Countryside Recreation Strategy	23
South East Dorset Strategic Planning and Transportation Joint Committee	24
Southern Inshore Fisheries and Conservation Authority	25
South West Councils	26
Standing Conference on English Channel Gas and Oil Exploration	27
Standing Conference on Problems Affecting the Coastline	28
Strategic Arts Review Group	29
Wytch Farm Oilfield Consultative Committee	30
Wessex Regional Flood Defence Committee	31
Wessex Reserve Forces and Cadets Association	32
Wessex Water - Environment Panel	33