

PART 6

SCHEME OF MEMBERS' ALLOWANCES

2008/2009

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1. INTRODUCTION

1.1 This Scheme was prepared in accordance with the Local Authorities (Members Allowances) (England) Regulations 2003 and takes effect from 7 May 2007.

1.2 The Scheme was reviewed by an Independent Remuneration Panel in January 2007 and its recommendations were approved by the Council at its meeting on 22 February 2007. The Panel will undertake a full review of all allowances in Autumn 2010, with a view to recommending a revised scheme for implementation in May 2011.

1.3 Terms

'Councillor'	means elected member of North Dorset District Council
'year'	means the Council Year.
'co-optee'	means a member of a council committee or sub-committee who is not an elected member (e.g. Independent Members of the Standards Committee).

1.4 The Scheme covers the following allowances:

- a. Basic Allowance to be paid to all councillors.
- b. Special Responsibility Allowances to be paid to the holders of certain offices.
- c. Travel and Subsistence Allowances.
- d. Care of Dependants Allowance.
- e. Co-optee's Allowance to be paid to non-elected members of the Council's Committees or sub-committees.

1.5 The Council will withhold payment or require repayment of any part of an allowance already made in respect of any period during which a councillor is:

- suspended or partially suspended as a member of the Council.
- ceases to be a member of the Council.
- is in any other way not entitled to receive the allowance.

1.6 Where a councillor is also a member of another authority, that councillor may not receive allowances from more than one authority in respect of the same duties.

1.7 A councillor or co-optee may, by writing to the Chief Executive, elect to forgo their entitlement or any part of their entitlement to allowances.

2. BASIC ALLOWANCE

2.1 All Councillors are entitled to receive a Basic Allowance. From 16 May 2008 this is £4,210 per year. This sum covers all the duties of non-executive councillors including

- Ward work
- Committee meetings
- Other formal and informal meetings
- Reading and research
- Travel time and time spent representing the Council on outside bodies
- Telephone and postage costs
- Purchase of stationery and related items such as computer sundries
- Subsistence costs, other than for duties outside the District.

3. SPECIAL RESPONSIBILITY ALLOWANCES (SRAS)

3.1 SRAs are paid to holders of certain offices. They are set as multiples of the Basic Allowance and are adjusted annually in accordance with the NJC cost of living increases. From 16 May 2008 they are payable to the following:

Leader of Council	£8,420 (2 x BA)
Cabinet Members	£6,315 (1.5 x BA)
Chairman of Overview and Scrutiny	£6,315 (1.5 x BA)
Chairmen of Policy and Service Review Committees	£4,210 (1 x BA)
Chairman of Licensing and Orders Committee	£4,210 (1 x BA)
Chairman of Accounts and Audit Committee	£2,105 (0.5 x BA)
Chairman of Council	£2,105 (0.5 x BA)
Chairman of Development Control Committee	£5,265 (1.25 x BA)
Vice Chairman of Development Control Committee	£2,105 (0.5 x BA)
“Floating” SRA provision for <i>ad hoc</i> tasks	£ 2,105 (0.5 x BA)
Political Group Leaders	£ 110 per capita for each group member

3.2 No Councillor is entitled to receive more than one SRA, with the exception of the Political Group Leaders’ SRA and payments from the ‘floating’ SRA fund, both of which remain payable in addition to another SRA.

3.3 Where the period of entitlement to an SRA is less than the whole year, the entitlement of the payment is proportional to the number of days served in the relevant office.

3.4 **Acting Chairman**

In the event of the long-term absence of a recipient of an SRA, the deputy or Vice-Chairman, or other member, appointed to act on his/her behalf will be entitled to receive the appropriate allowance in his/her place.

4. **CARE OF DEPENDANTS ALLOWANCE**

4.1 Councillors may claim allowances towards the actual cost of providing care for:

- Children aged 15 or under
- Other dependants where there is medical or social work evidence that specialist care is required

where this care occurs while the Councillor is carrying out an approved duty (as set out in Appendix 1).

4.2 From 7 May 2007 the rate for providing care for children aged 15 or under is the actual cost of the care subject to a maximum payment of £10.00 per hour. Receipts are required.

4.3 From 7 May 2007 the allowance for the care of dependants where there is medical or social work evidence that specialist care is required is the actual cost of the care. Receipts are required.

4.4 The allowance cannot be claimed if the carer is a relative of the claimant or a member of their household.

4.5 Claims are limited to two payments per week per household, although in exceptional circumstances the Standards Committee may waive this rule.

5. **TRAVEL AND SUBSISTENCE ALLOWANCE**

5.1 Councillors may claim travel and subsistence (in the case of subsistence, for duties taking members outside of the boundaries of North Dorset District Council) expenses incurred in respect of the approved duties set out in Appendix 1. Councillors representing the Council on external bodies may claim travel, but not subsistence, for attending Category A and B Meetings (see Appendix 2).

5.2 **Travel**

The rates paid for travel by the members' own car, motorcycle or bicycle will be in line with HMRC taxation limits and will be adjusted accordingly. Rail, bus and parking charges will be reimbursed at actual cost. Receipts are required. The current limits are:

Motor Cars and vans

Up to 10,000 miles per annum 40p per mile (all engine sizes)

Motor cycles 24p per mile (all engine sizes)

Bicycles 20p per mile

5.3 Subsistence

The rates at which subsistence may be claimed from 7 May 2007 are shown on the reverse of the claim form. ***Subsistence may only be claimed for duties taking members outside of the boundaries of North Dorset District Council.***

Receipts are required for all subsistence claims.

6. CO-OPTEE'S ALLOWANCES

6.1 The independent Chairman of the Standards Committee will be entitled to an allowance of 1 x Basic Allowance.

6.2 An allowance will be paid to the non-elected members ('co-optees') of the Standards Committee (other than the Chairman) from the Annual Council Meeting in May 2008 equivalent to 10% of the Basic Allowance (£421) per year.

6.3 Co-optees will be entitled to claim travel and subsistence allowances on the same basis as councillors.

6.5 This allowance only applies to the independent members of the Standards Committee; should the Council wish to appoint further co-optees to other Committees, the Independent Remuneration Panel would meet to consider the level of any allowances (if any) to be awarded.

6.6 In exceptional circumstances the Democratic Services Manager will have the authority to use the 'Floating SRA' provision within the Scheme to make payments to the co-opted members of the Standards Committee.

7. ANNUAL INDEXATION OF MEMBERS ALLOWANCES

For the period 7 May 2007 to the District Council Elections in May 2011 (commencing in May 2008) all allowances (other than travel allowances and the Political Group Leaders Allowance) will be adjusted in line with the cost-of-living increases paid to Council employees under the national pay negotiating machinery (National Joint Council for Local Government Services) on the preceding 1st April.

8. PENSIONS

The Council has agreed with the Independent Remuneration Panel's view that none of its allowances should be made pensionable under the Local Government Pension Scheme.

9. PAYMENT OF ALLOWANCES

Claims must be made on the relevant claim forms, on a monthly basis. Forms must be sent to Democratic Services by the 4th of each month.

Basic, Special Responsibility and Co-optees allowances will be paid on pro rata basis each month. Travel, Subsistence and Dependant Carer's allowances will be paid monthly, based on actual costs incurred.

MEMBERS' ALLOWANCE SCHEME

DUTIES QUALIFYING FOR THE PAYMENT OF TRAVEL AND SUBSISTENCE

Councillors are entitled to claim mileage for specific functions and duties attended in connection with their work as District Councillors. Subsistence can be claimed (for duties undertaken outside the District) See "The Councillor's Role" document (attached).

The Council's Approved Duties include:

1. Attendance as a Member of, or at the specific invitation of, the Chairman of the body concerned at meetings of:
 - Council
 - Cabinet
 - Committee
 - Sub-Committee
 - Committee site visits
 - Working Parties carrying out work authorised by their parent Committee

These meetings must be formally convened in accordance with the Constitution.

2. Non-Executive Members attending Cabinet meetings.
3. Public meetings and other events to which Members have been invited at the request of the Senior Management Team.
4. Conferences, training and seminars in accordance with the Learning and Development Programme and the training guidelines.
5. Joint meetings with other local authorities or their representatives, including town and parish councils, provided that such meetings have been formally called in accordance with the Constitution.
6. Planning or other Local Inquiry or any Court proceedings provided that the Member has been specifically requested in writing by the Legal Services Manager to give evidence on behalf of the Council, and also at any preliminary interview for the purpose of preparing evidence.
7. Meetings and interviews with the Ombudsman, Standards Board, Audit Commission or other Statutory Body.
8. Opening of Tenders when specifically requested in accordance with Financial and Contract Regulations.

9. Travelling expenses may be claimed for attendance at a meeting of an outside body where a Member is formally appointed in accordance with the Council's schedule of Appointments to External Bodies (categories A and B only) and no, or insufficient, reimbursement is made by the body. Subsistence cannot be claimed for these meetings.
10. Attendance by a Member of the Cabinet for the purpose of making an Executive Member decision.
11. Attendance at Parish and Town Council meetings within the Ward or if specifically invited in their capacity as a District Councillor
12. Attendance at Parish Meetings by a Member in their capacity as a District Councillor.
13. The Chief Executive or her nominated officer may give prior authorisation to the payment of other travel or subsistence allowances where appropriate

CHAIRMAN'S APPROVED DUTIES QUALIFYING FOR THE PAYMENT OF TRAVEL AND SUBSISTENCE

The Council's Approved Duties for the Chairman also include:

13. The Civic Programme as agreed by Council.
14. Official events attended in their capacity as Chairman of the Council.
15. For all meetings and other allowances see paragraphs 1-12 above. No travel or subsistence will be payable for attendance at meetings "ex-officio".

*Approved by Council – 30 March 2007
Amended on 25 July 2008*

THE COUNCILLOR'S ROLE

District Councillors are expected to fulfil a number of roles. These include

- Ward representative
- District policy maker
- Community advocate
- Politician

The following guidelines are aimed to help you.

A District Councillor is under a duty to act in accordance with the Council's Code of Conduct and follow the highest standards of probity in public life.

Key Responsibilities

Represent the needs and aspirations of the public, both in your own ward and in the district as a whole.

Promote the economic, social and environmental well-being of the district.

Serve the community without personal gain.

Within Your Community

Act as a champion for the interests of your community, attend town and parish meetings and balance these interests to ensure representation of the ward as a whole.

Be available to all constituents within your ward and find ways of effectively communicating and consulting with them.

Deal with individual casework and act as an advocate for constituents in resolving particular grievances or concerns.

Encourage partnership working between communities and other agencies.

Within the Council

Participate fully in the work of the Council, including setting priorities, policies and budgets and contributing to the good governance of the area.

Prepare for and attend meetings of the committees, bodies or seminars to which you are appointed or invited, undertake training as necessary and play a full part in any outside bodies to which you are appointed.

Explain the work and policies of the District Council to local communities, both as a ward councillor and as a representative on outside bodies.

Encourage community participation and involvement.

REPRESENTATIVES ON OUTSIDE BODIES FOR 2007 – 2011

Category A – Can claim travel and subsistence (for duties outside the District), formal feedback required
 B - Can claim travel and subsistence (for duties outside the District), feedback required
 C - Not usually able to claim travel or subsistence.

Organisation	Representative	Category
Artsreach	Graham Carr-Jones Deputy: Joe Hickish	B
Blandford Youth Advice and Information Shop – TREADS Management Committee	John Tanner	B
Citizens Advice Bureau (North Dorset)	Colin Kay Ian Stewart	A
Compton Abbas Airfield Consultative Committee	Colin Kay	B
Cranborne Chase and West Wilts Downs AONB	Colin Kay Mervyn Jeffery	A
Digby Newland and Foster Educational Foundations	Bill Batty-Smith	C
Dorset AONB	Portfolio Holder for Economy	A
Dorset Archaeological Committee	Charles Dowden	B
Dorset Healthcare Trust Council of Governors	Bill Batty-Smith	B
Dorset, New Forest Tourism Partnership Steering Group	Portfolio Holder for Economy	C
Dorset Arts Advisory Group	Graham Carr-Jones Della Jones	B
Dorset Building Control Customer Panel	Bill Batty-Smith	B

Organisation	Representative	Category
Dorset Building Preservation Trust	Charles Dowden	A
Dorset County Council Health Scrutiny Committee	Bill Batty-Smith	A
Dorset County Council Supporting People Programme Commissioning Body	Colin Kay	B
Dorset Community Action	Su Hunt	A
DCA-Village Hall Capital Grants Committee	David Fox	A
Dorset Postwatch (Informed by Mrs Jones that this is to be incorporated into the National Consumer Council – 20/3/08)	Della Jones	B
Dorset Playingfields Association and Sports Council	Brian Anderson	B
Dorset Strategic Partnership	Leader of the Council	A
Dorset Waste Forum	Portfolio Holder for Environment	A
Dorset Waste Management Panel	Michael Roake Mervyn Jeffery	A
Eastern Dorset Crime and Disorder Reduction Partnership	Portfolio Holder for Community	B
Environment Agency – Area Environment Group	Portfolio Holder for Environment	A
Gillingham & Shaftesbury Transport Group	Derek Beer	B
Gillingham Swimming Bath Charitable Trust (3 Gillingham Members)	Su Hunt David Milsted Ian Stewart	B
Gillingham Youth Centre Management Cttee – BONES	Su Hunt	B

Organisation	Representative	Category
Henstridge Airfield Consultative Committee	Geoffrey Miller	B
Inter Authority Committee Waterloo Exeter Railway Line	Derek Beer	B
Leader+	Portfolio Holder for Economy	A
Local Strategic Partnerships: <ul style="list-style-type: none"> • Blandford • Gillingham (Three Rivers Partnership) • Sturminster Newton/ Stalbridge (Sturquest) • Shaftesbury and District Task Force • Negotiation Round Table 	Portfolio Holder Portfolio Holder Portfolio Holder Portfolio Holder Leader of the Council	A
National Parking Adjudication Service Joint Committee	Portfolio Holder for Economy	B
North Dorset Community Safety Partnership	Steve Hitchings Mike Oliver	B
PACT – Blandford Town	S G Hitchings	B
PACT – Gillingham Town	David Milsted	B
PACT – Shaftesbury Town	Derek Beer	B
PACT – Stour Valley	Michael Roake	B
Shaftesbury Abbey and Museum Preservation Trust	Charles Dowden	C
Shaftesbury Arts Centre	Nigel Cook	C
Shaftesbury and District Tourism Association	Trish Lever	C
Shaftesbury Youth Club	Trish Lever	B

Organisation	Representative	Category
Shaftesbury Young Peoples Project (Toby's)	Mervyn Jeffery	B
Signpost Housing Association	Su Hunt Geoffrey Miller JohnTanner	A
South West Local Government Association	Group Leaders/Co-ordinator or Deputy	A
SW Museum, Libraries and Archives Council	Charles Dowden Deputy: David Milsted	B
South West Regional Assembly	Leader of the Council or his nominee	A
South Western Provincial Council	Portfolio Holder covering Personnel	A
Sturminster Newton Youth Centre Management Committee	Vic Fox	B
Wessex Water Customer Liaison Panel	Colin Kay	B