

RUNNYMEDE BOROUGH COUNCIL

SCHEME OF ALLOWANCES FOR MEMBERS AND CO-OPTED MEMBERS

The Local Authority (Members' Allowances) (England) Regulations 2003 as amended

This Scheme shall have effect on and after 1 January 2004. It (and the index-linked uplift provision) shall be reviewed in or around October 2006 with a view to any revised scheme taking effect on 1 April 2007. The Council may revoke or amend it before that time if it so chooses.

In this Scheme, "year" has the same meaning as in the above regulations ("the Regulations"), i.e

- a) the period between the coming into force of the Regulations and 31 March 2004; and
- b) any period of twelve months ending on 31 March in any year after 2004, save that nothing in this scheme shall operate to increase the allowance payable to any Member in the period up to 31 December 2003.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

<u>Basic Allowance</u>	£ for year
For each elected Councillor (42)	2,000

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

Where a Member is suspended or partially suspended from his or her duties as a Member of the Council in accordance with Part III of the Local Government Act 2002 ("Conduct of Local Government Members and Employees") or regulations under that Part, the Council may withhold that part of the basic allowance payable to him or her in respect of the period for which he or she is suspended or partially suspended.

<u>Special Responsibility Allowances</u> (to be paid in addition to the Basic Allowance)	£ for year
Leader of the Council	4,000
Deputy Leader of the Council	1,000
Political Group Leaders other than Leader of the Council	1,500
Chairman of Planning Committee	3,500
Chairmen of Corporate Management Committee, Economic Development Committee, Housing and Community Services Committee and Leisure and Environment Committee	2,000
Chairman of a Licensing Committee	2,000
Chairman of Review Board	2,000
Chairman of Standards and Audit Committee	667
Chairman of Englefield Green Committee	500
Vice-Chairman of Planning Committee	2,330

Vice-Chairmen of Corporate Management Committee, Economic Development Committee, Housing and Community Services Committee, and Leisure and Environment Committee:	1,000
Vice-Chairman of Licensing Committee	1,000
Vice-Chairman of Review Board	1,000
Chairman of a Licensing Sub-Committee	500
Vice-Chairman of a Licensing Sub-Committee	250
Members of Planning Committee other than Chairman and Vice-Chairman	1,165
Members of Corporate Management Committee not entitled to any other special responsibility allowance:	500
Members of the Licensing Committee other than the Chairman and Vice-Chairman:	500

Note: (1) except where otherwise stated, receipt of one category of special responsibility allowance does not prevent a Member from also receiving other categories of special responsibility allowance.

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

(4) where a Member is suspended or partially suspended from his responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 2000 ("Conduct of Local Government Members and Employees"), or regulations made under that Part, the Council may withhold the part of special responsibility allowance due to him or her for the responsibilities or duties from which he or she is suspended or partially suspended.

Dependants' Carers' Allowance

Members are entitled to claim such expenses of arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

Travelling and Subsistence Allowance

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (40 pence per mile in October 2003).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Offices may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Finance Department, completed with details of the duties for which an allowance is claimed.

Co-optees' Allowance

Each independent Member of the Standards and Audit Committee, and any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance of £250 per year in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

Where such a person is suspended or partially suspended from his or her responsibilities or duties as a co-opted Member in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the Council may withhold any co-optees' allowance payable to him or her in respect of the responsibilities or duties from which he or she is suspended or partially suspended.

Index Linking

While this Scheme is in force, the basic allowance, special responsibility allowances and co-optees' allowance shall be increased on 1 January each year by the level of any uplift in the standard Retail Prices Index. Such uplift shall have effect only from that time onwards and not for the earlier part of the year in which it takes place.

Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Director of Finance.

Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of the year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Director of Finance.

Amendment of Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Director of Finance in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Suspension, Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) is suspended or partially suspended from his or her responsibilities or duties as a Member of the Council in accordance with Part III of the Local Government Act 200 or regulations made under that part; or
- b) ceases to be a Member of the Council; or
- c) is in any other way not entitled to receive the allowance in respect of that period,

the Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution for 2003/04 is hereby revoked with effect from the beginning of January 2004.

APPROVED BY RESOLUTION OF THE COUNCIL
11 DECEMBER 2003.