

**CHICHESTER DISTRICT COUNCIL
REVISED SCHEME OF MEMBERS' ALLOWANCES (2020)**

Chichester District Council ("the Council"), in exercise of the powers conferred by Section 18 of the Local Government and Housing Act 1989, Section 100 of the Local Government Act 2000 and The Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended), hereby makes the following scheme:

Commencement

1. This Scheme shall have effect from 1st April 2020 and for subsequent years.

Definitions

2. In this scheme,

"Councillor" means a Councillor elected to the Council;

"year" means the 12 months ending with 31st March.

Basic Allowance

3. (1) Subject to the provisions of this Scheme, for each year a basic allowance as set out in Appendix 1 shall be paid to each Councillor.
- (2) Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, his entitlement shall be to payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office as Councillor subsists bears to the number of days in that year.

Special Responsibility Allowances

4. (1) For each year a Special Responsibility Allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council that are specified in Appendix 1.
- (2) Where the Councillors are divided into different political groups and a majority belongs to one of those groups, a Special Responsibility Allowance shall be paid to the leader of the largest minority group, or if the largest minority groups are of equal size then, in the absence of an agreement between them as to who the Official Leader of the Opposition will be, then the allowance shall be shared equally between them.
- (3) Subject to the provisions of this Scheme, the amount of each such allowance shall be the amount specified against that special responsibility in Appendix 1.
- (4) Where a Councillor does not have throughout the whole of a year any such special responsibilities as entitle him to a Special Responsibility

Allowance, his entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

Dependants' Carers' Allowance

5. A Councillor shall be entitled to be paid a Dependants' Carers' Allowance at the rate specified in Appendix 1 to enable him to provide for the care of children, disabled or sick relatives whilst the Councillor is engaged on the duties set out in Appendix 3. Such an allowance shall not be paid in respect of carers who are parents, spouses, partners or members of the same household as the Councillor.

Travelling and Subsistence Allowances

6. A Member shall be entitled to be paid Travelling and Subsistence Allowances at the rates specified in Appendix 2 in respect of travelling and subsistence undertaken in connection with or relating to the duties set out in Appendix 3.

Disqualification etc. of a Member

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

the Council may require that such part of the allowance as relates to any such period be repaid to the Council.

Election to forgo allowances

8. A Member may by notice in writing given to the Chief Executive elect to forego all or any part of his entitlement to an allowance under this scheme.

Claims and payments

9.
 - (1) Payments of Basic and Special Responsibility Allowances shall be payable monthly in arrears through the Council's payroll.
 - (2) Claims for Travelling and Subsistence Allowances and Dependants' Carers' Allowance shall be submitted to the Council within two months of the expenditure being incurred. Claims will not be considered beyond this time limit unless there are extenuating circumstances.

Dual Membership

10. Where a member is also a member of another authority (as defined in Regulation 3), that member may not receive allowances from more than one authority in respect of the same duties.

Review and Backdating of Reassessments

11.
 - (1) The levels of the Basic Allowance and Special Responsibility Allowance specified in this scheme shall continue until they are next reviewed.
 - (2) The provisions of this scheme shall be reviewed by the Independent Remuneration Panel within four years.
12. Reassessments of the allowances in future years shall not be automatically backdated to 1st April in these years unless there are specific reasons to the contrary.

APPENDIX 1 TO THE SCHEME

1. **Basic allowance** (Paragraph 3)

The amount of Basic Allowance payable to each Councillor shall be £5,200 per year.

2. **Special Responsibility Allowances** (Paragraph 4)

The amounts of Special Responsibility Allowances and the special responsibilities for which they shall be payable shall be as follows:-

	£ per year
Chairman of the Council	5,000
Leader of the Council	15,500
Deputy Leader	8,150
Leader of the Opposition	4,750
Member of the Cabinet	7,400
Chairman of the Planning Committee	6,350
Chairman of the Overview & Scrutiny Committee	5,050
Chairman of the Corporate Governance & Audit Committee	4,800
Chairman of the Alcohol & Entertainments and General Licensing Committees	4,300
Chairman of the Standards Committee	500

Notes : (a) Councillors are entitled to receive only one Special Responsibility Allowance at the same time.

(b) If the Chairman of the Council or a committee is absent for a continuous period of more than 2 months his SRA will be paid instead to the Vice Chairman if he takes on the responsibilities during that period of absence.

3. **Dependants' Carers' Allowance** (Paragraph 5)

The amount of the Dependants' Carers' Allowance shall be £18.20 per hour and the Child Care Allowance shall be £10 per hour.

APPENDIX 2 TO THE SCHEME

The rates under the Scheme shall be as follows:-

1. Travelling

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| (i) | Travel to seminars/conferences and training courses held outside of the district | Cost of standard class rail fare; by own car only in exceptional circumstances at 34p per mile. |
| (ii) | Travel to meetings and other events by own car (up to maximum of 8,500 miles per annum) | 46.9p per mile, plus 5p per mile for cars with CO ₂ emissions of less than 135g/km |
| (iii) | Car parking – at cost
Travel by train - standard class rail fare
Taxi - if urgent and necessary - at cost
Bus - at cost
Motorcycle - 24p per mile
Cycles - 20p per mile
Member drives other member(s) or officer(s) on official Council duties – extra 5p per mile per passenger | |

2. Subsistence

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| (i) Breakfast | £8.68 (where travel starts before 7am and absence is less than 24 hours) |
| (ii) Lunch | £11.90 (for necessary absences of several hours spanning the normal lunch period leaving home/ office before 11am and returning after 3pm) |
| (iii) Tea | £4.74 (if unable to return to home/office by 6.30pm) |
| (iv) Evening Meal | £14.38 (if unable to return to home/office by 8.30pm) |
| (v) Out of Pocket Expenses for residential courses | £6.73 per night. |

3. Further Conditions

- a) To claim travel and/or subsistence allowance valid receipts or other evidence of the expenditure must be produced.
- b) If the expenditure on subsistence is less than the allowance, only the lesser figure will be reimbursed. No claim will be paid if the meal was provided free by the Council or another body.
- c) Allowances for tea and evening meal cannot be claimed for the same day.
- d) If an overnight stay is necessary, and not included in the course fee, normally only bed and breakfast and evening meal are reimbursed.(at a top rate of up to £22.52 for an evening meal)

4. The above rates for Travelling and Subsistence shall be varied in accordance with the rates approved from time to time by Chichester District Council for its staff.

APPENDIX 3 TO THE SCHEME

1. DUTIES SPECIFIED IN THE REGULATIONS [Regulation 8(1)(a)-(f)]

- (a) Attendance at a meeting of the Council or of any Committee or Sub-Committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body.
- (b) Attendance at any other meeting, the holding of which is authorised by the Council, or a Committee or Sub-Committee of the Council, or a Joint Committee of the Council and one or more local authorities or a Sub-Committee of such a Joint Committee, provided that where the Council is divided into two or more political groups it is a meeting to which Members of at least two such groups have been invited.
- (c) Attendance at a meeting of any association of authorities of which the Council is a member.
- (d) Attendance at meetings of the Cabinet or of any Panels or Forums appointed by the Cabinet.
- (e) Duties in pursuance of any standing order requiring a Member or Members to be present while tender documents are opened.
- (f) Duties in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises.

2. DUTIES APPROVED BY THE COUNCIL [Regulation 8(1) (h)]

- 1. Liaison meetings with:-
 - (1) Local Chambers of Commerce
 - (2) Local Branches of the National Farmers' Union
 - (3) Local Amenity Societies and
 - (4) Annual Liaison Meeting with Parish Councils
- 2. Attendance of Councillors to observe the proceedings at meetings of Committees and Panels of which they are not Members.
- 3. Site meetings of the Planning Committee but excluding attendance by local representatives unless specifically approved. For this purpose, site meetings are those meetings the holding of which has been previously authorised by

the Committee or other formally constituted Panel of Councillors in order to assist it in formulating a decision or recommendation on any matter formally before it for consideration; and that authorisation expressly designated the meeting as an approved duty for the purpose of payment of Councillors' allowances.

4. Meetings, visits or other arrangements made on an ad hoc basis between meetings of the relevant bodies if approval is given in accordance with the power delegated to the Head of Finance and Governance Services.
5. In-house training seminars or external training events if approval is given in accordance with the power delegated to the Head of Finance and Governance Services.
6. Annual visit to the coast to assess coastal management priorities and/or the Annual Property tour and other excursions, tours and site visits arranged for members in the course of official District Council duties.
7. Such activities as the Chairman of the Council, the Vice-Chairman of the Council, a Cabinet Member or the chairman of a committee considers necessary for the effective performance of his/her duties.
8. Attendance at briefings for Chairmen and Vice-Chairmen of particular meetings.
9. Training and educational conferences where authorised by the Head of Finance and Governance Services in accordance with delegated powers.
10. Attendance at Parish Council meetings (including committees of the parish council) within the Member's ward where the District Councillor is not already a Member of that Parish Council.
11. Attendance at meetings of the South Downs National Park Authority's Planning Committee by members whose wards are partly or wholly within the National Park.
12. One visit by the local ward member to the site of a planning application to be considered by the Planning Committee for the purpose of preparing comments for the Committee.
13. Meetings with officers at the Council's offices to discuss business relating to the Member's ward. [Note: Apart from 10. and 12. above, travelling expenses are not payable for duties that take place within the Member's ward.]
14. Attendance at political party group meetings held specifically for the purpose of, or in connection with, the discharge of the functions of the Council, subject to:
 - (a) the approval not extending to more than twelve political group meetings a year; and

(b) each Group Secretary being required to certify that any such group meeting has been principally concerned with District Council business, and to provide records of attendance to the Member Services Manager.