

8. Member Procedures

(f) Scheme of Members' Allowances

- 1.1 The Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following scheme.
- 1.2 This scheme may be cited as the Teignbridge District Council Scheme of Members' Allowances and shall have effect from 3 September 2020 as agreed at the Council meeting held on 22 February 2021.

2. Basic Allowance

- 2.1 For the 2020/21 municipal year, a basic allowance of £5,742 shall be paid to each Councillor. For the purpose of carrying out District Council duties, elected Members are provided with IT devices and IT support for those devices. Members are required to meet the cost of their internet access from this allowance.

3. Special Responsibility Allowances

- 3.1 An annual Special Responsibility Allowance (SRA), will be paid in addition to the Basic Allowance to those councillors who hold the special responsibilities listed below. The SRA is paid to recognise the additional commitment and time required to fulfil each role **and covers subsistence and travel for attending meetings not listed in Appendix A below**. Only one Special Responsibility Allowance can be paid to each Councillor, with the exception of the Group Leaders Allowance:

Leader of the Council	£20,097
Deputy Leader of the Council	£10,049
Chair of the Planning Committee	£8,039
Executive Members	£8,613
Executive Member without Portfolio	£6,316
Chair of the Overview & Scrutiny Committee(s)	£6,316
Chair of the Council	£5,742
Chair of Licensing & Regulatory Committee	£4,307
Chair of Audit Scrutiny	£2,871
Vice Chair of Planning Committee	£2,871
Vice Chair of the Council	£2,297
Vice Chair of Overview & Scrutiny Committee(s)	£1,723
Vice Chair of Licensing & Regulatory Committee	£2,297

Chair of Standards Committee £50 per meeting
 Group Leaders % calculation of Basic Allowance based upon & of members of the group out of maximum number of Council Members (47)

4. Co-optees Allowance

4.1 A Co-optees Allowance is payable to the independent members appointed to advise under the standards code.

Per half day £50

5. Suspension of Allowances

5.1 Regulations permit the suspension of allowances though it is accepted that a suspended Member may be in a position to undertake some duties within their Ward.

5.2 If a Member is wholly suspended, both Basic and Special Responsibility Allowances will be withdrawn. If a Member is partially suspended, the recommendations of the Standards Committee will be sought as to the degree of intent and they will then make a recommendation to Democratic Services, who will take the decision over the payment of the allowance.

5.3 In the event of a Councillor with special responsibilities being unable to carry out their additional duties due to maternity/paternity leave or sickness, the Special Responsibility Allowance will cease and will instead be paid to the Councillor undertaking the duty, in accordance with the one Special Responsibility Allowance remuneration rule.

6. Travel and Subsistence Allowances

6.1 The Council has adopted the rules and rates set by HMRC for travel and subsistence.

6.2 To qualify for payment the duties must fall within the definition of an approved duty set out in Appendix A.

a) Travelling Allowances

i) Motor Vehicles, Motorcycles and Bicycles

The rates applies to all types within the class.

Car/van first 10,000 miles	Car/van over 10,000 miles	Passenger (each)	Motorcycles	Bicycles
45p per mile	25p per mile	5p per mile	24p per mile	20p per mile

The actual cost of any necessarily incurred tolls and car parking fees can also be claimed.

ii) Public Transport

The rate of travel shall be reimbursed at the actual cost of the cheapest available fare. Where more than one class of fare is available, only the standard class will be payable.

For long distance journeys, where there is a direct rail link, Councillors should use the railway network. If there is no direct rail link then travel will be at the normal travel rate for a car.

iii) Travel by Taxi

Taxi fares will only be paid provided a medical certificate is produced which certifies the Member could not for medical reasons use public transport.

iv) Hired Motor Vehicles

Rates payable shall not exceed the rates of Councillors own motor vehicle unless previously approved by the Council.

v) Travel by Air

Please refer to Democratic Services.

b) **Subsistence Allowance**

Minimum journey time	Maximum amount of meal allowance
5 hours	£5
10 hours	£10
15 hours (and ongoing at 8pm)	£25

Where a scale rate of £5 or £10 is paid and the qualifying journey in respect of which it is paid lasts beyond 8pm, a supplementary rate of £10 can be paid to cover the additional expenses necessarily incurred as a result of working late.

6.3 Expenses such as accommodation and travel for courses and conferences will normally be arranged by Democratic Services.

7. **Dependant’s Allowance**

7.1 The Dependents’ allowance may be claimed when a carer for a dependant has been engaged to enable a Councillor to carry out an approved duty as defined in Appendix A.

7.2 A dependant, for the scheme, is defined as a person needing the presence of a responsible adult, for example a child under the age of 14 years, or a person with a recognised physical or mental disability. The dependant must reside with

the Councillor and either be a child of which the Councillor is the legal guardian, or the spouse/civic partner of the Councillor.

- 7.3** The allowance may not necessarily cover the whole cost of care but will provide the reimbursement of expenditure up to the current National Minimum Wage hourly rate for 25+. If the actual hourly rate is lower, the actual sum paid by the Councillor would be reimbursed to the Councillor. The allowance will be paid for the duration of the approved duty, plus an allowance for up to one hour’s total travelling time before and after the meeting.
- 7.4** The care of the dependant does not necessarily have to be provided by a registered or professionally qualified provider, but it cannot be claimed for care carried out by a member of the same household. In addition, it may not be claimed if the care is already paid for by another body or if claimed elsewhere. A receipt is required with the cost of the care, counter-signed by both the Councillor and the carer.
- 7.5** Special circumstances could be considered on an individual basis.
- 7.6** Payment of the allowance will be made under the powers of Section 111 of the Local Government Act 1972.

8. Claims and Payments

- 8.1** The Basic Allowance and Special Responsibility Allowances shall be paid in twelve monthly instalments. The Chair of Standards and Co-optees Allowance will need to be claimed. Payment will be made direct to the bank or building society account of the Member’s choice.
- 8.2** Payments shall be commensurate to the length of appointments and period of office.
- 8.3** A claim for travelling, subsistence and care under this scheme shall be made on the appropriate claim form within one month of the date of the meeting, in respect of which the entitlement to the allowance arises. Claims which do not comply with this timescale will only be accepted by Democratic Services in exceptional circumstances. Fuel receipts should be attached to the claim form whenever possible. Receipts for claims for other methods of travel, subsistence and care must be attached. Allowances will be restricted to 50% of the approved scale or refused if no receipt is attached.

9. Automatic Increases of Allowances

- 9.1** From 2023 Basic and Special Responsibility Allowances will automatically increase at the start of the municipal year based on the percentage applied to the majority of Local Government grades.
- 9.2** Travel and subsistence allowances and will automatically be updated with changes made by HMRC.

- 9.3** The Dependents Allowance will be updated in line with National Minimum Wage.

APPENDIX A

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Approved Duties

The following duties are recognised as approved duties for the payment of Travel and Subsistence Allowances and Childcare and Dependent Carers' Allowances.

- i) attendance at meetings either as:
 - As an observer or
 - A duly appointed member of:
 - (a) the Council and any committee of the Council;
 - (b) any sub-committee appointed by a committee;
 - (c) the Executive or committee of the Executive (if appointed);
 - (d) working parties (including the Member Development Group and Leadership Group);
 - (e) scrutiny review panels;
 - (f) policy development groups;
 - (g) any outside organisation and their sub-groups appointed by the Council or the Cabinet, provided that the organisation does not pay any such expenses (these are listed at Appendix B below).
- (ii) attendance at site visits for planning or licensing purposes or as part of overview and scrutiny by committee members;
- (iii) attendance at member development sessions;
- (iv) attendance at seminars and all member briefings organised by Teignbridge Council, except for those held immediately prior to a meeting of Council;
- (v) attendance at non-political conferences/seminars, subject to prior approval by the relevant Group Leader and Head of Governance Support and funding for the conference being available.
- (vii) attendance at a meeting of the Council.

Representation on Outside Bodies

Representation on the following organisations will qualify as an approved duty.

Travel may be claimed for these:

Connect Devon and Somerset
Dartmoor National Park Authority
Dartmoor National Park Community Forum
Dartmoor National Park Site Inspections
Devon Authorities Strategic Waste Committee
Devon Building Control Partnership
Devon playing Fields Association

Exe Estuary Steering Committee
Heart of SW Coastal Productivity Plan-Coastal Sponsoring Group
Local Government Association
Local Government Association Coastal Special Interest Group
Local Government Association District Councils’ Network Assembly
Newton Abbot Community Interest Company
PATROL (Parking and Traffic Regulations Outside London)
Police and Crime Panel
South East Habitats Mitigation Executive Committee
South West Councils
South West Provincial Council
Stover Canal Trust
Stover Park Advisory Board
Teign Estuary & Coastal Partnership
Teignbridge Citizens Advice Bureau
Teignbridge Highways and Traffic Orders
Committee (HATOC)
Teignbridge Locality Committee (County)
Teignbridge Rural Aid Committee
Teignmouth Town Centre Partnership
Torbay and South Devon NHS Foundation Trust

APPENDIX A