
Meeting: Council
Date: 25 February 2010
Subject: Members' Allowances Scheme 2010/11
Report of: Cllr Maurice Jones , Portfolio Holder for Corporate Resources
Summary: This report sets out the recommendations of the Independent Remuneration Panel, following its meetings on 20 November, 7 and 21 December 2009.

Advising Officer: Clive Heaphy, Director of Corporate Resources
Contact Officer: Stephen Cooke, Electoral/Members' Services Manager
Public/Exempt: Public
Wards Affected: All
Function of: Council
**Reason for urgency/
exemption from call-in
(if appropriate)** Not applicable

CORPORATE IMPLICATIONS

Council Priorities:

The provision of a fair scheme of Members' Allowances is essential to the democratic process in ensuring an equal opportunity to all to become a Councillor.

Financial:

The financial implications arising from the recommendations of the Independent Remuneration Panel produce a reduction of £33,513 in the overall cost of the Members' Allowances Scheme for the year commencing 1 April 2010 compared with the revised out-turn figure for 2009/2010. This reduction is subject to no change being made in the number of councillors appointed to a post for which a special responsibility allowance is payable.

Legal:

The Local Authorities (Members' Allowances) (England) Regulations 2003

Risk Management:

None

Staffing (including Trades Unions):

None

Equalities/Human Rights:

The Scheme of Members' Allowances includes allowances for Dependants' Carers' to provide equality for any Member with caring responsibilities.

Community Safety:

None.

Sustainability:

None

Summary of Overview and Scrutiny Comments:

- Not applicable

RECOMMENDATION(S):

That the Council consider the adoption of a Scheme of Members' Allowances for Central Bedfordshire, for the year commencing 1 April 2010, in accordance with the recommendations of its Independent Remuneration Panel which have been included within the Draft Scheme of Allowances set out in Appendix C to this report.

Reason for Recommendation(s): In accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003, the Council must have regard to the recommendations of its independent remuneration panel before the adoption of a Scheme of Members' Allowances for the year commencing 1 April 2010.

1. The Independent Remuneration Panel held meetings on 20 November, 7 and 21 December 2009 for the purpose of conducting a review of Members' Allowances in accordance with the provisions of The Local Authorities (Members' Allowances) (England) Regulations 2003.
2. Section 3 of this report provides a summary of the recommendations of the Panel and section 4 provides details of the financial implications for all allowances. A copy of the full report of the Panel, giving reasons for the various recommendations is attached as Appendix A. Details of the allowances for the current financial year and those recommended for the year commencing 1 April 2010 is attached in tabular form as Appendix B. A draft of the Scheme of Allowances, as it would appear if the recommendations of the Independent Remuneration Panel were to be adopted, is attached as Appendix C.

3. **Summary of the Recommendations of the Independent Remuneration Panel**

3.1 Basic Allowance

That the Basic Allowance of £11,220 paid to all Members of the Council remain unchanged for 2010/11.

3.2 Special Responsibility Allowances (SRA)

3.2.1 Leader's SRA

That the Leader's SRA be reduced from 300% of the basic allowance to 275% of basic allowance for 2010/11.

3.2.2 Assistant Portfolio Holders

That the SRA paid to Assistant Portfolio Holders be increased from 7.5% to 15% of the Leader's SRA (this equates to 25% of the SRA paid to Portfolio Holders)

3.2.3 Audit Committee Chairman

That the SRA for the Audit Committee Chairman be reduced from 32.5% to 20% of the Leader's SRA for 2010/11.

3.2.4 Vice-Chairman SRAs

That SRAs for all Vice-Chairman posts be abolished from 2010/11 onwards.

3.2.5 Other SRAs

That no changes be made to the percentage link to the Leader's SRA for the following posts in 2010/11:

- Deputy Leader (15%)
- Portfolio Holder (60%)
- Development Management Committee Chairman (40%)
- Overview and Scrutiny Committee Chairmen (32.5%)
- General Purpose Chairman (15%)
- Standards Committee Chairman (15%)
- Licensing Committee Chairman (7.5%)
- Regulation Committee Chairman (7.5%)
- Luton & South Beds Joint Committee Chairman (40%)
- Minority Group Leaders (7.5%)

3.3 Travel and Subsistence Allowances

3.3.1 That the travel and subsistence allowances schemes for newly appointed staff to Central Bedfordshire Council be applicable also to Members with effect from 1 April 2010.

3.3.2 That attendance at civic events, such as the annual civic reception, be not included on the list of approved duties for travel allowance purposes.

3.4 Dependants' Carers' Scheme

That:-

- (a) the hourly rate allowance for child care and non-specialist care be increased to £5.80 (the national minimum wage for workers aged 22).
- (b) the hourly rate for specialist care be up to 3 times the national minimum wage.

3.5 Co-opted Members' Allowance

That the existing method of payment per meeting be retained for the time being and that payment remain at £75 for a meeting or training event lasting up to 4 hours and £150 for a meeting or training event lasting more than 4 hours.

3.6 Civic Allowances

That the allowances for the Chairman and Vice-Chairman of the Council remain at 100% of the basic allowance for the Chairman (£11,220) and 25% of the basic allowance for the Vice-Chairman (£2805).

4 Financial Implications

4.1 If adopted, the recommendations of the Independent Panel would produce a reduction in the cost of the Members' Allowances Scheme and associated Member costs of £33,513 compared with the 2009/2010 revised out-turn figure.

4.2 For the financial year 2010/2011, the overall cost of the Scheme of Members' Allowances, together with employer costs, Members' ICT Allowances and Civic Allowances are estimated to be £1,306,328. This includes the sum of £25,020 for Members' ICT allowances for which a budget had not initially been provided for 2009/2010. Details of the estimated costs are as shown below:-

2010/2011	
Basic Allowances	£740,520
Special Responsibility Allowances	£305,463
Travel and Subsistence Allowances	£63,450
Dependants' Carers' Scheme	£2,000
Co-opted Members' Allowance	£6,400
Employers National Insurance Contributions	£75,000
Employers Superannuation Contributions	£74,450
Civic Allowance, Chairman and Vice-Chairman	£14,025
Members' ICT Allowances	£25,020
Total	£1,306,328

- 4.3 The original budget for 2009/2010, as noted by Shadow Council on 26 February 2009 when the Scheme of Members' Allowances for 2009/2010 was adopted, was £1,318,682. This included a figure of £75,000 to cover employer costs for those Members who opted to join the Local Government Superannuation Scheme. A breakdown of the original estimate, together with revised out-turn figures, are shown below:-

	Original Estimate 2009/2010	Revised Out-turn 2009/2010
Basic Allowance	£740,520	£740,520
Special Responsibility Allowances	£328,887	£339,976
Travelling and Subsistence Allowances	£33,000	£63,450
Dependants' Carers' Scheme	£2,000	£1,000
Co-opted Members' Allowance	£5,250	£6,400
Employers National Insurance Contributions	£120,000	£75,000
Employers Superannuation Contributions	£75,000	£74,450
Civic Allowance, Chairman and Vice-Chairman	£14,025	£14,025
Members' ICT Allowances		£25,020
	£1,318,682	£1,339,841

- 4.4 The original estimate for special responsibility allowances for 2009/2010 was based on an Executive of Leader and 8 Portfolio Holders whereas the Leader of the Council appointed an additional Portfolio Holder.
- 4.5 The original estimate for Travelling and Subsistence Allowances is clearly inadequate, based upon the cost of claims to the end of November 2009.
- 4.6 The sum of £25,020 has been added to the revised out-turn figures to cover the cost of Members' ICT Allowances, for which no provision had been made within the original budget.
- 4.7 The estimate of £1,306,328 for 2010/2011, is less than the revised out-turn figure of £1,339,841 for 2009/2010 by £33,513.
- 4.8 The recommendations of the Independent Remuneration Panel, were reported to the Executive on 12 January in view of the financial considerations. The Executive noted those recommendations.

Background Papers: (open to public inspection) None

Location of papers: Not applicable

APPENDIX A

CENTRAL BEDFORDSHIRE COUNCIL

REPORT AND RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL CONCERNING THE SCHEME OF MEMBERS' ALLOWANCES FOR THE YEAR COMMENCING 1 APRIL 2010

CENTRAL BEDFORDSHIRE

REPORT OF THE INDEPENDENT REMUNERATION PANEL

Background

1. This report presents the findings and recommendations of the Independent Remuneration Panel concerning the Scheme of Members' Allowances for the year commencing 1 April 2010.
2. The Local Authorities (Members' Allowances)(England) Regulations 2003 make it a requirement for every local authority to establish an independent remuneration panel for the purpose of making recommendations to the authority as to the amount of basic allowance that may be paid to every member of the authority. The Regulations also specify certain requirements concerning allowances for special responsibility, travelling and subsistence, dependants' carers' and co-optees'.
3. The Regulations place a duty upon an authority to have regard to the recommendations of its independent panel before making or amending its Scheme of Members' Allowances.
4. At the meeting of the Council held on 24 September 2009 the under-mentioned persons were appointed to serve as the members of the Panel established to make recommendations concerning the Scheme of Members' Allowances.
5.

Person Appointed	Period of Appointment
Mrs B Heley	31 March 2012
Mr G Lambert	31 March 2013
Mr C Bell	31 March 2014

The meeting of the Panel held 20 November 2009

6. All members of the Panel were in attendance at the meeting together with Councillor Maurice Jones (Portfolio Holder for Corporate Resources), who left the meeting at the conclusion of the matters referred to in paragraph 10 below.
7. It was agreed that Mr C Bell be appointed as Chairman of the Panel for those meetings concerned with the Scheme of Members' Allowances for the year commencing 1 April 2010.
8. Members of the Panel were provided with the following documents:-
 - (a) The Scheme of Members' Allowances for the year commencing 1 April 2009.
 - (b) The formula previously adopted by the Panel for the calculation of basic allowance.
 - (c) A table of the recommendations made by the Panel in respect of the Scheme of allowances for the year commencing 1 April 2009 and the revisions adopted by the Council.
 - (d) Details of the allowances paid by other authorities within the Audit Commission Family Group.

9. The Chairman welcomed Councillor Jones to the meeting and invited him to explain the circumstances that gave rise to the Executive, at its meeting held on 20 January 2009, recommending to the Council, the adoption of a Scheme of Allowances that departed from the Scheme recommended by the Panel.
10. Councillor Jones explained the reasons that led him to propose to the Executive that the Council be recommended to adopt a Scheme of Allowances that differed from that recommended by the Panel. In particular Councillor Jones mentioned that he was concerned about the inclusion of some of the authorities within the Audit Commission's Family Group, feeling that Yorkshire East Riding and South Gloucestershire provided more accurate comparators. He also asked the Panel to consider the adoption of a fixed spinal column point within the National Joint Council's Salary Scheme, in place of using the Local Government Association's Daily Rate Figure within the formula to calculate basic allowance.
11. Members of the Panel then requested the following information for a further meeting to be held on 7 December 2009:
 - (a) Details of the National Joint Council's Spinal Column salary scale
 - (b) Figures from comparison authorities as to
 - (i) Size of revenue budget
 - (ii) Number of Councillors
 - (iii) Population and area
 - (iv) Level of Council Tax Band D

The meeting of the Panel held 7 December 2009

12. All members of the Panel were in attendance at the meeting.
13. Panel Members were reminded of the information presented in the documents circulated at the last meeting (Paragraph 8 above) although it was pointed out that the authorities used for Central Bedfordshire comparison purposes are now those set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Comparator Group which is now used by the Audit Commission in place of their previous Family Group.
14. Members of the Panel were provided with the following further information:-
 - (a) allowances paid by other authorities within the Central Bedfordshire CIPFA Comparator Group;
 - (b) other comparative information namely population and area, general fund net budget, the level of Council Tax at Band D for 2009/10 and the number of councillors for those authorities;
 - (c) the same information as in (a) and (b) above for Luton Borough (as a neighbouring authority) and Yorkshire East Riding (at the request of the Portfolio Holder for Corporate Resources who had used that Council's allowances for comparison purposes in his submission to Members for 2009/10);
 - (d) the current Local Government Association Daily Rate figure which was last amended on 1 April 2008 but which was likely to be discontinued in the near future;

- (e) details of the National Joint Council pay scale for Local Government staff in the light of a request by the Portfolio Holder for Corporate Resources to link the formula used to calculate the basic allowance to a point on that pay scale instead of the Local Government Association Daily Rate which he considered was no longer appropriate as a financial base;
 - (f) that, according to the most recent National Census of local authority councillors conducted by the Improvement and Development Agency in 2008, the average number of hours spent per councillor on council/political business amounted to 22 hours each week.
15. The main issues for the Panel were
- (a) Determining the appropriate financial base (i.e. the Local Government Association Daily Rate figure or a point on National Joint Council pay scale for Local Government staff) and formula in calculating the basic allowance.
 - (b) Whether any change should be made to any of the allowances given the high Central Bedfordshire ranking on allowances against the Comparator Group.
 - (c) Given that such allowances do not exist in other authorities, the case to justify payments to Assistant Portfolio Holders.
16. Regarding 15(a) above, Panel Members acknowledged that the Local Government Association Daily Rate was likely to be discontinued in the near future but were apprehensive about using a point on the National Joint Council pay scales as the financial base because a (potential) automatic annual increase would be built into the Allowances Scheme. In addition the Members requested information on the type of officer posts within the grading that includes spinal column point 34, that being the point suggested by the Portfolio Holder for Corporate Resources.
17. Regarding 15(b) above, Panel Members noted that the Leader's Allowance was the highest in the CIPFA Group and that all other SRAs were based on a percentage ratio of the Leader's Allowance. In the light of the comparisons in the CIPFA Group of authorities and the Council's difficult and challenging financial position, the Panel was not minded to make any recommendations to increase the level of any allowances. Given the information available as a result of the benchmarking exercise, the Panel decided to invite all Members of the Council to submit any observations (in writing or personally) they wished to be taken into consideration before the Panel determines its final recommendations.
18. Regarding 15(c) above, the Panel noted that the current Scheme provided for payments to 4 Assistant Portfolio Holders (APHs) and that no other authority in the CIPFA Group paid such allowances, although one, Cheshire East, paid a Special Responsibility Allowance (SRA) to 'Cabinet Support Members'. The Panel was advised of the duties undertaken by APHs but felt that an allowance should only be paid where genuine responsibilities could be demonstrated. Their initial view was that they would be amenable to recommending a one-off payment to an APH in exceptional circumstances and provided it was not ongoing but they would welcome further input and evidence from Members before making a recommendation.
19. **Civic Allowances**

The Panel **recommended** the continuation of the allowances paid to the Chairman and Vice-Chairman of the Council based on the present formula, namely 100% of the basic allowance for the Chairman of the Council and 25% of the basic allowance for the Vice-Chairman.

20. **Travel and Subsistence Allowances**

The Panel was advised that the travel and subsistence allowances paid to Members were in line with the rates adopted by one of the legacy authorities and fixed by reference to the National Joint Council for Local Government staff rates. The reason for those levels of allowance having been adopted was that no such rates had, at the time of agreeing the Members' Allowances Scheme, been adopted for Central Bedfordshire staff. Currently there are different allowances for legacy staff compared to those staff appointed directly to the new Council. The new Council rates will be used in the harmonisation exercise to ensure equality of conditions of service for all staff by 1 April 2010.

The Panel **recommended** that the travel and subsistence allowances schemes for newly appointed staff to Central Bedfordshire Council be applicable also to Members with effect from 1 April 2010.

The Panel further **recommended** that attendance at civic events, such as the annual civic reception, be not included on the list of approved duties for travel allowance purposes.

21. **Dependants' Carers' Scheme**

The Panel **recommended** that:-

- (c) the hourly rate allowance for child care and non-specialist care be increased to £5.80 (the national minimum wage for workers aged 22).
- (d) the hourly rate for specialist care be up to 3 times the national minimum wage.

22. **Co-opted Members' Allowance**

The Panel **recommended** that the existing method of payment per meeting be retained for the time being and that payment remain at £75 for a meeting or training event lasting up to 4 hours and £150 for a meeting or training event lasting more than 4 hours.

23. Panel Members requested the following information to be gathered for a further meeting to be held on 21 December 2009:

- (a) Details of the type of officer posts within the grading of spinal column point 34.
- (b) Details of the percentage comparison of SRAs against the Leader's SRA across the CIPFA Group authorities and between Basic Allowance and the Leader's SRA.
- (c) Feedback from Members.

The meeting of the Panel held 21 December 2009

24. All members of the Panel were in attendance at the meeting.

25. At the meeting held on 7 December, Panel Members had indicated that they would welcome evidence from Assistant Portfolio Holders (APHs) to enable them to gain a greater understanding of the duties and responsibilities they undertake. As a consequence three APHs (Clrs D Bowater, Mrs C Turner and B Wells) were interviewed by the Panel.

26. In addition the Panel was provided with the following further information:-

- (a) Details of the Leader's Special Responsibility Allowance (SRA) as a percentage of Basic Allowance (BA) compared with the Leader's SRA across

- (b) the CIPFA comparator authorities.
- (b) Details of the remaining SRAs as a percentage of the Leader's SRA across the CIPFA comparator authorities.
- (c) Written observations submitted by individual Members of the Council.
- (d) A selection of jobs (denoting their professional requirements) across the authority that included spinal column point 34 within the grade.
- (e) The frequency Committees meet throughout the year.
- (f) That budget savings could possibly be achieved through current Directorate re-structuring proposals which may reduce the number of Portfolios and Overview and Scrutiny Committees.

This information supplemented that provided at the Panel's two previous meetings.

27. Assistant Portfolio Holders

Arising from the interview process the Panel was satisfied that APHs gave a clear indication of their accountabilities and responsibilities and how their roles interfaced with those of Portfolio Holders and concluded that there was compelling evidence and sufficient factual information to support the principle of payment of SRAs as well as increasing the current level of the SRA.

The Panel **recommended** that SRA to the four Assistant Portfolio Holders be increased from 7.5% to 15% of the Leader's SRA (this equates to 25% of the SRA paid to Portfolio Holders)

28. Basic Allowance

The present formula used to calculate the Basic Allowance (BA) is based on the Local Government Association Daily rate. The Panel considered switching to link to a point on the National Joint Council pay scale for Local Government staff but concluded that this would be difficult and inappropriate to apply at this time given that the pay scales of the three legacy authorities are in the process of harmonisation and negotiations are not yet complete.

The Panel agreed that the LGA Daily rate would continue to be applied in respect of the calculation of the Basic Allowance.

- 29. The Panel was mindful that the two variables impacting on SRAs were the BA and the Leader's SRA (which was currently paid at a rate of 300% of BA – i.e. £33,600 for 2009/10). All other SRAs were then calculated as a percentage of the Leader's SRA.
- 30. The Panel acknowledged that the BA of £11,220 for 2009/10 was second highest in the table of CIPFA comparator authorities and significantly higher than the comparator average of £9,174. However, the Panel was of the view that there was a case for the BA remaining in the top quartile during this transition period for the Council.

The Panel therefore **recommended** that the Basic Allowance of £11,220 remains unchanged for 2010/11.

31. Leader's SRA

The Panel noted that this was the highest in the table of CIPFA comparator authorities and that the formula of the Leader's SRA equating to 300% of BA was above the comparator authorities average of 275%. The Panel also expressed concern that the Leader's SRA was of the order of 30% above the comparator authorities average of £25,189 and that this was difficult to justify bearing in mind the Council's current budgetary pressures. The Panel were aware that Yorkshire East Riding paid a higher SRA to its leader, but that this authority was not within the CIPFA comparator group and had only been included at the

request of the Portfolio Holder for Corporate Resources.

The Panel recommended that the Leader's SRA be reduced from 300% of BA to 275% of BA for 2010/11. (This equates to the average across the CIPFA comparator authorities and will result in a reduction of the Leader's SRA from £33,660 to £30,855)

32. Portfolio Holder SRA

The Panel noted that the SRA for a Portfolio Holder had been 60% of the Leader's SRA - £20,196 for 2009/10. The Panel again raised concerns that this substantially exceeded the comparator authorities average of £12,479. The Panel's view is that 50% of the Leader's SRA would be more appropriate and would bring the SRA closer to the comparator authorities average. However, the Panel was mindful that if the recommendation at 31 above to reduce the Leader's SRA is adopted, the SRA of Portfolio Holders will reduce also, albeit that the SRA will remain well above the average of the comparator authorities. Given this set of circumstances the Panel decided to defer detailed consideration of the percentage link to the Leader's SRA until the next review.

The Panel **recommended** that the SRA for a Portfolio Holder should remain at 60% of the Leader's SRA for 2010/11.

33. Audit Committee Chairman SRA

The Panel felt unable to justify maintaining the current level of SRA for this position when compared with an Overview and Scrutiny Committee Chairman in terms of responsibility and frequency of meetings.

The Panel **recommended** therefore that the SRA for the Audit Committee Chairman be reduced from 32.5% to 20% of the Leader's SRA for 2010/11.

34. Vice-Chairman SRAs

The Panel reviewed SRAs made to all Vice-Chairmen i.e. Overview and Scrutiny Committees, Development Management Committee and the Audit Committee and did not consider the level of responsibility of these posts to be sufficiently significant to merit SRA payments.

The Panel **recommended** that SRAs for all Vice-Chairman posts be abolished from 2010/11 onwards. (This is consistent with the recommendation made by the Panel during its last review).

35. Other SRAs

The Panel **recommended** that no changes be made to the percentage link to the Leader's SRA for the following posts in 2010/11:

- Deputy Leader (15%)
- Development Management Committee Chairman (40%)
- Overview and Scrutiny Committee Chairmen (32.5%)
- General Purpose Chairman (15%)
- Standards Committee Chairman (15%)
- Licensing Committee Chairman (7.5%)
- Regulation Committee Chairman (7.5%)
- Luton & South Beds Joint Committee Chairman (40%)*
- Minority Group Leaders (7.5%)**

* While a CBC Member ** Subject to having at least 7 Members

36. Taking into account all benchmarking data, the Panel is of the view that the revisions to the Scheme as recommended will result in Members remaining favourably ranked against comparator authorities whilst achieving savings. This would demonstrate that Members were creating efficiencies from within their own budget at a time when the Council finds itself faced with financial pressure.

APPENDIX B

Costs in 2009/2010				Recommendations of the Independent Remuneration Panel for 2010/2011			
Allowance Type	Amount	Quantity	Cost	Amount	Quantity	Cost	
Basic	£11,220.00	66	£740,520.00	£11,220	66	£740,520	
Special Responsibility	% of leader's Allowance						
Leader	£33,660.00	1	£33,660.00	£30,855	1	£30,855	
Deputy leader	£5,049.00	1	£5,049.00	£4,628	1	£4,628	
Portfolio Holders	£20,196.00	9	£181,764.00	£18,513	9	£166,617	
Assistant PFH	£2,525.00	4	£10,100.00	£4,628	4	£18,512	
O & S Cttee Chairmen	£10,940.00	5	£54,700.00	£10,028	5	£50,140	
O & S Cttee Vice-Chairmen	£2,525.00	5	£12,625.00	Nil	5		
Development Management Cttee Chairman	£13,464.00	1	£13,464.00	£12,342	1	£12,342	
Development Management Cttee Vice-Chairman	£2,525.00	1	£2,525.00	Nil	1		
Audit Cttee Chairman	£10,940.00	1	£10,940.00	£6,171	1	£6,171	
Audit Cttee Vice-Chairman	£2,525.00	1	£2,525.00	Nil	1		
General Purposes Cttee Chairman	£5,049.00	1	£5,049.00	£4,628	1	£4,628	
Standards Cttee Chairman (Independent)	£5,049.00	1	£5,049.00	£4,628	1	£4,628	
Licensing Cttee Chairman	£2,525.00	1	£2,525.00	£2,314	1	£2,314	
Regulation Cttee Chairman	£2,525.00	1	£2,525.00	£2,314	1	£2,314	

Costs in 2009/2010			Recommendations of the Independent Remuneration Panel for 2010/2011					
	40%	£13,464.00	1	£0.00	40%	£12,342	1	No allowance made on assumption that Chairman will be a Portfolio Holder
Luton & South Beds Joint Cttee Chairman (while a CBC Member) or Vice-Chairman when Chair is held by Luton Borough Council (See also note below)								
Minority Group Leaders (See note below)	7.50%	£2,525.00	1	£2,525.00	7.50%	£2,314	1	£2,314
Total of SRA's				£345,025.00				£305,463
Notes								
With the exception of the SRA for the Deputy Leader and the Chairman of Licensing and Regulation Cttees, no Member may be paid more than one SRA. As the current Luton and S Beds Joint Committee Vice-Chairman is currently Portfolio Holder for Sustainable Development the Luton and South Beds Joint Cttee allowance is not paid								
Minority Groups must have at least 7 members for their Leader to qualify for the allowance								
Travelling and Subsistence								
Car or Motor Cycle								
Not exceeding 999cc		42.9p per mile						42.9p per mile
1000 to 1199cc		47.7p per mile						47.7p per mile
1200cc and over		60.1p per mile						19.91p per mile
								8.3p per mile
Addition for one Member passenger		3p per mile						3p per mile
Travelling and Subsistence								
Car								
Not exceeding 999cc								
1000 and above								
Motor cycle								
Up to 1500 miles								
Over 1500 miles								
Addition for one Member passenger								

Costs in 2009/2010			Recommendations of the Independent Remuneration Panel for 2010/2011		
Addition for each further Member passenger		2p per mile	Addition for each further Member passenger		2p per mile
Pedal cycle		20p per mile	Pedal cycle		20p per mile
Public Transport		Actual cost	Public Transport		Actual cost
Taxi (in cases of emergency or where no public transport is reasonably available)		Actual cost	Taxi (in cases of emergency or where no public transport is reasonably available)		Actual cost
Breakfast		£6.28	Breakfast		£4.48
Lunch		£8.65	Lunch		£6.17
Tea		£3.42	Tea		£2.43
Or Evening Meal		£10.72	Or Evening Meal		£7.64
Dependants' Carers'			Dependants' Carers'		
Child and non specialist care		£5.73 per hour	Child and non specialist care		£5.80 per hour
Specialist care		£17.19 per hour	Specialist care		£17.40 per hour
Co-opted Members			Co-opted Members		
Meeting or training event up to 4 hours		£75	Meeting or training event up to 4 hours		£75
Meeting or training event over 4 hours		£150	Meeting or training event over 4 hours		£150
Civic Allowances			Civic Allowances		
Chairman		£11,220.00	Chairman		£11,220.00
Vice-Chairman		£2,805.00	Vice-Chairman		£2,805.00

APPENDIX C

Members' Allowances

**Draft Scheme for the year
commencing**

1 April 2010

**As recommended by the Independent
Remuneration Panel**

MEMBERS' ALLOWANCES SCHEME

CONTENTS

	Page No.
1. The Scheme	3
2. Definitions	3
3. Basic Allowance	3
4. Special Responsibility Allowances	3-4
5. Renunciation	4
6. Part-year Entitlements	4-5
7. Suspension/Repayment of Allowances	5
8. Claims and Payments	5-6
9. Payment of Allowances	6
10. Travelling and Subsistence	6
11. Dependants' Carers' Allowances	6
12. Co-opted Members' Allowances	6
13. Annual Review	7
Schedule 1 Special Responsibility Allowances	8
Schedule 2 Approved Duties	9
Schedule 3 Travelling & Subsistence	10-11
Schedule 4 Dependants' Carers' Allowances	12

CENTRAL BEDFORDSHIRE COUNCIL

MEMBERS' ALLOWANCES SCHEME

The Central Bedfordshire Council, in exercise of the powers conferred by The Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. The Scheme

This scheme may be cited as the Central Bedfordshire Council Members' Allowances Scheme, and shall have effect for the financial year commencing on 1 April 2010.

2. Definitions

In this scheme,

2.1 "Councillor" means a member of the Central Bedfordshire Council who is a Councillor;

2.2 "Co-opted Member" means a person appointed by Central Bedfordshire Council to serve as a member of a Committee, Sub-Committee or Panel.

3. Basic Allowance

Subject to paragraphs 5, 6 and 7, there shall for each year be a basic allowance of £11,220 paid to each Councillor.

4. Special Responsibility Allowances

4.1 Special responsibility allowance shall be paid to those Councillors who hold a position of special responsibility in relation to the authority as specified in Schedule 1 to this Scheme.

4.2 Subject to paragraph 5, 6, and 7 the amount of each such allowance shall be the amount specified against the special responsibility in Schedule 1.

4.3 Other than for the exceptions noted below, no Councillor may receive more than one special responsibility allowance:

(a) the Deputy Leader of the Council may be paid one additional special responsibility allowance, if appointed to any other position included within Schedule 1 to this Scheme, and

(b) if the same Councillor is appointed as the Chairman of both the Licensing Committee and the Regulation Committee, that Councillor may be paid the special responsibility allowance for both posts included within Schedule 1 to this Scheme.

5. **Renunciation**

A Councillor may by notice in writing, given to the Monitoring Officer, elect to forego any part of his or her entitlement to an allowance under this Scheme.

6. **Part-year Entitlements**

6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic, and special responsibility allowances where in the course of the year commencing 1 April 2010 this scheme is amended or that Councillor becomes, or ceases to be, a Councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

6.2 If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods

6.2.1 beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or

6.2.2 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 the 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.

6.3 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to 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 subsists bears to the number of days in that year.

6.4 Where this scheme is amended as mentioned in sub-paragraph 6.2 and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph 6.2.1, the entitlement of any such Councillor to a basic allowance shall be to the payment of such part of the basic 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 during which his term of office as a Councillor subsists bears to the number of days in that period.

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

6.6 Where this Scheme is amended as mentioned in sub-paragraph 6.2 and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph 6.2.1 of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that

Councillor's entitlement shall be to 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.

7. Suspension/Repayment of Allowances

7.1 The Monitoring Officer, in consultation with the Chairman of the Council is authorised:-

7.1.1 to withhold payment of allowances to any Councillor who is suspended or partly suspended in accordance with the provisions of Part III of the Local Government Act 2000;

7.1.2 to seek repayment of allowances paid to a Councillor in respect of any period during which the Councillor concerned is suspended, partly suspended, has ceased to be a Councillor, or is in any other way not entitled to receive the allowance paid to him or her.

8. Claims and Payments

8.1 A claim for any travelling, subsistence or dependants' carers' allowances under this scheme shall be made in writing within two months of the date of the meeting in respect of which the entitlement to the allowance arises.

8.2 A claim for an allowance under paragraph 8.1 above shall include, or be accompanied by, a statement signed by the claimant that he or she has not made and will not make any other claim in respect of the matter to which his or her claim relates.

9. Payment of Allowances

9.1 Payments shall be made

9.1.1 in respect of basic and special responsibility allowances, subject to sub-paragraph 9.2, in instalments of one-twelfth of the amount specified in this Scheme on the same day of each month as that on which salary is paid to staff.

9.1.2 in respect of travelling, subsistence and dependants' carers' allowances, on the same day of each month as that on which salary is paid to staff, in respect of claims received on or before the third working day of that month.

9.2 Where a payment of one-twelfth of the amount specified in this Scheme in respect of a basic allowance or a special responsibility allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 6, 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.

10. Travelling and Subsistence

Details of, and entitlement to, travelling and subsistence payments in respect of

approved duties are set out in Schedules 2 and 3.

11. **Dependants' Carers' Allowances**

Details of, and entitlement to, dependants' carers' allowances are set out in Schedule 4.

12. **Co-opted Members' Allowance**

With the exception of the Chairman of the Standards Committee, for whom a special responsibility allowance is payable, each person appointed to a Committee, Sub-Committee or Panel of Central Bedfordshire Council, as a Co-opted Member, shall be paid in respect of each meeting or training event attended each year an allowance, as shown below:

- | | |
|--|------|
| (a) where the meeting or training event is of up to 4 hours | £75 |
| (b) where the meeting or training event is for more than 4 hours | £150 |

13. **Annual Review**

This scheme will be reviewed by an independent remuneration panel in accordance with the requirements of the Local Authorities (Members' Allowances) (England) Regulations 2003, prior to 1 April 2011.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

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

	£
Leader of the Council	30,855
Deputy Leader of the Council	4,628
Portfolio Holders	18,513
Portfolio Holder Assistants	4,628
Overview and Scrutiny Committee Chairmen	10,028
Development Management Committee Chairman	12,342
Audit Committee Chairman	6,171
General Purposes Committee Chairman	4,628
Standards Committee Chairman	4,628
Licensing Committee Chairman	2,314
Regulation Committee Chairman	2,314
Luton and South Bedfordshire Joint Committee Chairman	12,342
Minority Group Leaders (see Note 1)	2,314

Note 1: The allowance will be payable to the Leader of any duly constituted minority group that has 7 or more members. In the event of no minority group having 7 or more members, and no other special responsibility allowance being paid to a member of a duly constituted minority group, the allowance shall be paid to the Leader of the largest minority group.

Note 2: The Special Responsibility Allowance for the Luton & South Beds Joint Committee Chairman shall apply to the Vice-Chairman when the chairmanship is held by Luton Borough Council.

SCHEDULE 2

APPROVED DUTIES

- A. Attendance at meetings of the Forums below is an approved duty for the purpose of the payment of travelling and subsistence allowances:

Council.

Executive, Committees, Sub-Committees, Joint Committees and Panels.

Site meetings where duly authorised.

Task Forces and similar bodies.

In-house seminars or training.

Meetings (when representing the Council) with other Authorities, Organisations, etc. or specific visits arranged by the Executive, a Committee, Sub-Committee or Task Force in respect of its functions.

Meetings with the External Auditor concerning management matters.

- B. The following shall be approved duties for the purpose of paying travelling and subsistence allowances:-

- (a) Meetings of Group Leaders.
- (b) Meetings of Chairmen, Vice-Chairmen, Leader and Deputy Leader and Portfolio Holders.
- (c) Chairman's Briefing meetings for Council, Executive, Committees, Sub-Committees, Task Forces etc. for Chairmen and Vice-Chairmen, Portfolio Holders, other Members of the Executive, Lead or Deputy Lead Members (or their representatives).
- (d) Individual or joint formal meetings between the Members holding the following offices; Chairmen, Vice-Chairmen, Leader, Deputy Leader, Portfolio Holders, Group Leaders, with the Chief Executive, Deputy Chief Executive, Directors, Assistant Directors and Heads of Staff, or their representatives to discuss official Council business.
- (e) Attendance at any training course, seminar or conference approved by or on behalf of the Member Development Champions.
- (f) Attendance at the Council Offices for newly elected Members for such matters as the signature of Declaration of Acceptance of Office and having photographs taken.
- (g) Undertaking Civic visits as Chairman or Vice-Chairman of the Council (or substituting for either office holder) when the official car is not used.
- (h) Absence overnight from usual place of residence – up to £90 per night (this allowance includes accommodation and breakfast for which the costs have not already been incurred by the Council).
- (i) Absence overnight in London or at certain annual conferences or specified Local Authority Associations – up to £150 per night (this allowance includes accommodation and breakfast for which the costs have not already been incurred by the Council).

- (j) Attendance by Councillors for the purpose of meeting officers up to an average, calculated over the Council year, of four visits per month.
- C Attendance at all outside bodies where the Member is attending as the Council's duly appointed representative (whether appointed for a fixed term or authorised on an ad hoc basis), subject to no such allowances being claimed by the Member from the outside body concerned.

SCHEDULE 3

TRAVELLING AND SUBSISTENCE

Travel by Councillor's Own Car

If the use of a councillor's own vehicle (i) results in substantial saving of his/her time, or (ii) is in the interests of the council, or (iii) is otherwise reasonable, a councillor may claim:-

Car Engine Size	per mile
Not exceeding 999 cc	42.9p
1000 and above	47.7p
Motor cycle	
Up to 1500 miles	19.91p
Over 1500 miles	8.3p

The above rates, which are set in accordance with the rates paid to local government staff as fixed by the National Joint Council for local government staff to be amended during the year ending 31 March 2011 in line with any change recommended by the National Joint Council.

If a councillor conveys other councillors, (to whom a travelling allowance would be payable, he/she may claim an additional 3p per mile for the first councillor and 2p per mile for the second and each subsequent councillor.

A councillor may claim for the mileage necessarily and reasonably incurred in travelling to and returning from meetings, site visits, etc. from his/her normal place of residence.

A councillor may claim the actual amount spent on parking fees, and expenses incurred for the purpose of overnight parking whilst away from home. Receipts must be obtained and included with the claim.

Travel by Public Transport or Rail

The ordinary or any concessionary fare may be claimed. Advantage should be taken of cheap or concessionary rates whenever reasonably practicable.

Travel by Other Means – Taxi, Hire Car, Pedal Cycle etc.

Claims for taxi journeys shall not exceed:-

- (a) in cases of urgency, or where no public transport is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
- (b) in any other case, the amount of the fare for travel by appropriate public transport.

Where journeys are by pedal cycle the allowance will be at the rate of 20p per mile.

Subsistence Allowances (from 1 April 2010)

Councillors may claim the amounts actually spent up to those shown below:-

Breakfast allowance (more than 4 hours away from normal place of residence before 11 am)	£4.48
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Lunch allowance (more than 4 hours away from normal place of residence, including the lunchtime between noon and 2.30 pm)	£6.17
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Tea allowance (more than 4 hours away from normal place of residence including the period 3 pm to 6 pm)	£2.43
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Or

Evening meal allowance (more than 4 hours away from normal place of residence, ending after 7 pm)	£7.64
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When main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable cost of the meals (including VAT) may be reimbursed in full, within the times specified below. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

The limitations on reimbursement are:

- (a) for breakfast, an absence of more than 4 hours, before 11 am.
- (b) for lunch, an absence of more than 4 hours, including the period between 12 noon and 2 pm.
- (c) for dinner, an absence of more than 4 hours, ending after 7 pm.

SCHEDULE 4

DEPENDANTS' CARERS' ALLOWANCES

A Councillor may claim a Dependants' Carers' Allowance in accordance with the provisions set out below:-

1. The rate payable for Dependants' Carers' Allowance shall be decided upon the following criteria:-
 - (a) where care is required for children or is of a non-specialist nature for dependant relatives; at the rate set and from time to time amended by the Department for Business, Innovation and Skills or its successor as the National Minimum Wage for workers aged 22 and over, being the sum of £5.80 per hour as from 1 October 2009;
 - (b) where specialist care services are required, and the Monitoring Officer is satisfied that such care is necessary, the hourly rate will be up to three times the rate for non-specialist care, £17.40 per hour.
2. Councillors shall be reimbursed up to a maximum of 12 hours per week, in respect of provision of care for any of the following who are at the time part of the claimant's household living with him/her and would normally be looked after by him/her, whilst the claimant is undertaking an approved duty*.
(*NOTE: "Approved duty" is a duty defined in Schedule 2 of this Scheme of Members' Allowances)
 - Children under the age of 14
 - Elderly persons (aged 60 or over)
 - People with disabilities
 - People with learning disabilities
3. In addition to living as part of the claimant's household, the dependant must be unable to be left unsupervised by the carer.
4. Only one claim may be allowed per household for any given period of time.
5. The rates referred to in 1 above shall be the **total** maximum payable per hour and not payable per dependant.
6. The claimant must produce a receipt for payments he/she has made and must sign a form to state that the costs were properly and necessarily incurred in the course of, or to permit, him/her undertaking his/her duties as a Councillor.

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