

## **Members' Allowances Scheme 2016/17**

The Council of the London Borough of Barking and Dagenham, pursuant to the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations"), hereby makes the following scheme.

### **1. Introduction**

- 1.1 The Members' Allowances Scheme ("the Scheme") is approved each year by the Assembly at its annual meeting. The Assembly shall have regard to any recommendations made by an Independent Remuneration Panel before making or amending the Scheme.

### **2. Types of Allowances**

- 2.1 The allowances payable are:
- a) Basic Allowance;
  - b) Special Responsibility Allowance;
  - c) Co-opted Members' Allowance;
  - d) Travelling and Subsistence Allowance;
  - e) Dependants' Carers' Allowance;
  - f) Other allowances as described in the Scheme.

### **3. Effective Date**

- 3.1 This Scheme has effect from 19 May 2016.

### **4. Definitions**

- 4.1 "Approved duties" means attendance by a Councillor or Co-opted Member at any:
- a) formally convened meeting of any committee or body to which the individual has been appointed or nominated by the Authority, including any sub-committees or working parties thereof;
  - b) conference, training session and presentation organised by or on behalf of the Authority which the individual is required to attend;
  - c) meeting with a Strategic or other Director where the Councillor's attendance has been requested in writing or by e-mail or where the Councillor is a member of the Cabinet.
- 4.2 "Co-opted Member" means any co-opted, added or independent Member of a Committee or other body to which this scheme relates regardless of whether or not the Co-opted Member receives a Co-opted Members' Allowance.

## **5. Basic Allowance**

- 5.1 A Basic Allowance shall be paid to each Councillor in accordance with Appendix 1 to this Scheme.

## **6. Special Responsibility Allowances**

- 6.1 Special Responsibility Allowances shall be paid in accordance with Appendix 1 to this Scheme.
- 6.2 Where a Councillor would otherwise be entitled under the Scheme to more than one Special Responsibility Allowance, the entitlement shall only be to the highest allowance.
- 6.3 In the event of a person receiving a Special Responsibility Allowance being absent or substantially unable to act for a period of at least three months, the Council may resolve to reduce the level of Special Responsibility Allowance payable to that person and instead resolve to pay the allowance, or part of it, to any person appointed as a deputy or vice-chair for such period as it determines.

## **7. Travelling and Subsistence Allowances**

- 7.1 Travelling and subsistence allowances in respect of Approved Duties undertaken by Councillors and Co-opted Members are payable in accordance with Appendix 1 to this Scheme.
- 7.2 The provisions relating to eligibility to Travelling and Subsistence Allowances apply only to Approved Duties undertaken outside the Borough. Councillors and Co-opted Members are not permitted to claim Travelling and Subsistence Allowances for any activities undertaken within the Borough.

## **8. Dependants' Carers' Allowances**

- 8.1 Dependants' Carers' allowances in respect of Approved Duties undertaken by Councillors and Co-opted Members are payable in accordance with Appendix 1 to this Scheme.
- 8.2 The carers' allowance may be claimed towards the cost of care for children or other dependants within the household who have a recognised need for care.
- 8.3 The allowance will not be payable to a member of the immediate family or household.
- 8.4 The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time.

## **9. Co-opted Members**

- 9.1 Co-opted Members shall be paid in accordance with Appendix 1 to this Scheme.

## **10. School Appeals Panel Members**

- 10.1 Schools Appeals Panel (Admissions and Exclusions) members shall be entitled to an allowance as set out in Appendix 1 to this Scheme but shall not be eligible to receive travelling, subsistence or Dependants' Carers' allowances.

## **11. National Insurance and Income Tax**

- 11.1 Payment of allowances shall be subject to such deductions as may be statutorily required in respect of national insurance and income tax.

## **12. Local Government Pension Scheme (LGPS)**

- 12.1 In accordance with the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014, Councillors are not eligible to be members of the LGPS.

## **13. Renunciation**

- 13.1 A Councillor and/or Co-opted Member may, by notice in writing to the Chief Executive, elect to forgo all or any part of his/her entitlement to an allowance under this Scheme.

## **14. Payments and Claims**

- 14.1 Payment of Basic and Special Responsibility Allowances shall be made in instalments of one-twelfth of the amounts specified on a monthly basis, with the exception of the Mayor's Allowance which shall be paid quarterly in advance.
- 14.2 Where an individual takes office part way through a year, a proportionate part of any applicable allowance is payable, unless the allowance is a Special Responsibility Allowance for serving on a committee which is appointed for a period of less than a year.
- 14.3 The Council may determine that an allowance or a rate of allowance will not come into effect until a date other than the effective date of this Scheme. In such circumstances, the alternative date that the allowance shall be payable from shall be specified in Appendix 1 to this Scheme.
- 14.4 Claims for travelling, subsistence and dependants' carers' allowance should be completed monthly and no later than three months from the date that the expenditure was incurred.

**15. Councillors who are Members of another Authority**

- 15.1 Any Councillor who is also a Member of another Authority shall only receive allowances from one Authority in respect of the same duties.
- 15.2 In such instances, the Councillor shall be required to nominate the Authority from whom he/she wishes to receive the allowance(s) and advise the Chief Executive accordingly.

**16. Record of Allowances Paid**

- 16.1 A record of the payments made by the Authority to each Councillor and Co-opted Member shall be maintained and published in accordance with the Regulations.

**17. Publication of Scheme**

- 17.1 As soon as practicable after the making or amendment of this Scheme, arrangements shall be made for its publication within the Authority's area in accordance with the Regulations.

**London Borough of Barking and Dagenham  
Schedule of Allowances for 2015/16**

<b>Type</b>	<b>Allowance</b> (per annum unless otherwise stated)
<b>BASIC ALLOWANCE</b> (for all Councillors)	£10,006
<b>SPECIAL RESPONSIBILITY ALLOWANCES</b>	
Leader of the Council	£35,022
Deputy Leader(s) of the Council	£21,583
Other Cabinet Members	£17,510
Chairs and Lead Members of the following: <ul style="list-style-type: none"> <li>• Assembly</li> <li>• Development Control Board</li> <li>• Personnel Board</li> <li>• Licensing and Regulatory Board</li> <li>• Health and Adult Services Select Committee</li> <li>• Children's Services Select Committee</li> <li>• Safer and Stronger Community Select Committee</li> <li>• Living and Working Select Committee</li> <li>• Public Accounts and Audit Select Committee</li> </ul>	£3,142
Deputy Chairs and Deputy Lead Members of the following: <ul style="list-style-type: none"> <li>• Assembly</li> <li>• Development Control Board</li> <li>• Personnel Board</li> <li>• Licensing and Regulatory Board</li> <li>• Health and Adult Services Select Committee</li> <li>• Children's Services Select Committee</li> <li>• Safer and Stronger Community Select Committee</li> <li>• Living and Working Select Committee</li> <li>• Public Accounts and Audit Select Committee</li> </ul>	£1,571

<b>Type</b>	<b>Allowance</b> (per annum unless otherwise stated)
Leaders of the Minority Groups	£342 per seat (with a minimum of £1,110 per Leader)
Mayor's Allowance (payable under section 3(5) of Part I of the Local Government Act 1972)	£12,000 (with effect from 21 May 2016)
<b>CO-OPTED MEMBERS' AND OTHER ALLOWANCES</b>	
Independent Adviser (Public Accounts and Audit Select Committee)	£500 per meeting
Independent Persons (Standards Committee)	£500
Schools Appeals Panel (Admissions and Exclusions) members	£20 per session (up to four hours)
<b>TRAVELLING ALLOWANCES</b>	
Mileage Rates	<ul style="list-style-type: none"> <li>• Car: 45p per mile</li> <li>• Motorcycle: 24p per mile</li> <li>• Bicycle: 20p per mile</li> </ul>
<b>SUBSISTENCE ALLOWANCES</b>	
Meal Allowances	<ul style="list-style-type: none"> <li>• Breakfast (away between 7.00am and 11.00am) - £4.92</li> <li>• Lunch (away between 12.00 noon and 2.00pm) - £6.77</li> <li>• Tea (away between 3.00pm and 6.00pm) - £2.67</li> <li>• Evening (away between 7.00pm and 11pm) - £8.35</li> </ul>
Overnight (continuous period of 24 hours involving absence overnight)	<ul style="list-style-type: none"> <li>• Normal - £79.82</li> <li>• Greater London, AMA Annual Conference or other approved Association conferences - £91.04</li> </ul>
<b>DEPENDANTS' CARERS' ALLOWANCE</b>	
	£6.82 per hour