
PART F – Members' Allowances Scheme

The Council of the London Borough of Barking and Dagenham, pursuant to the Local Authority (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 of the 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

3. Effective Date

- 3.1 This Scheme has effect from 16 May 2013.

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 Corporate Director or Divisional Director / Head of Service 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 are set out in the "Guide for Councillors' Use of Council Resources, Facilities and Equipment" in Part E of the Constitution.

8. Dependants' Carers' Allowances

- 8.1 Dependents' 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 provisions relating to eligibility to Dependents' Carers' allowances are set out in the "Guide for Councillors' Use of Council Resources, Facilities and Equipment" in Part E of the Constitution.

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 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 All Councillors below the age of 75 shall be eligible to join the LGPS.
- 12.2 Both Basic and Special Responsibility Allowances shall be treated as amounts in respect of which such pensions are payable.

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 dependents' 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).

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.

Appendix 1

**London Borough of Barking and Dagenham – Summary of Allowances for
Financial Year 2013/14**

Type	Allowance Per Annum
BASIC ALLOWANCE (for all Councillors)	£10,006
SPECIAL RESPONSIBILITY ALLOWANCES	
Leader	£35,022
Deputy Leader	£22,513
Other Cabinet Members	£17,510
Chairs and Lead Members of the following: <ul style="list-style-type: none"> ▪ Assembly ▪ Development Control Board ▪ Personnel Board ▪ Licensing and Regulatory Board ▪ Health and Adult Services Select Committee ▪ Children's Services Select Committee ▪ Safer and Stronger Community Select Committee ▪ Living and Working Select Committee ▪ Public Accounts and Audit Select Committee 	£3,142
Deputy Chairs and Deputy Lead Members of the following: <ul style="list-style-type: none"> ▪ Assembly ▪ Development Control Board ▪ Personnel Board ▪ Licensing and Regulatory Board ▪ Health and Adult Services Select Committee ▪ Children's Services Select Committee ▪ Safer and Stronger Community Select Committee ▪ Living and Working Select Committee 	£1,571

Type	Allowance Per Annum
<ul style="list-style-type: none"> ▪ Public Accounts and Audit Select Committee 	
Majority Group Chief Whip	£3,142
Mayor's Allowance (payable under section 3(5) of Part I of the Local Government Act 1972)	£12,000 (payable from 18 May 2013)
CO-OPTED MEMBERS' ALLOWANCES	
Independent Adviser (Public Accounts and Audit Select Committee)	£300 per meeting
Independent Persons (Standards Committee)	£500
Schools Appeals Panel (Admissions and Exclusions) members	£20 per session (up to four hours)
TRAVELLING ALLOWANCES	
Mileage Rates	Cars: 45p per mile Motor cycles: 24p per mile Bicycles: 20p per mile
SUBSISTENCE ALLOWANCES	
Meal Allowances	<ul style="list-style-type: none"> • Breakfast (away between 7.00am and 11.00am) - £4.92 • Lunch (away between 12.00 noon and 2.00pm) - £6.77 • Tea (away between 3.00pm and 6.00pm) - £2.67 • Evening (away between 7.00pm and 11pm) - £8.35
Overnight (continuous period of 24 hours involving absence overnight)	<ul style="list-style-type: none"> • Normal - £79.82 • Greater London, AMA Annual Conference or other approved Association conferences - £91.05
DEPENDANTS' CARERS' ALLOWANCE	
	£6.82 per hour