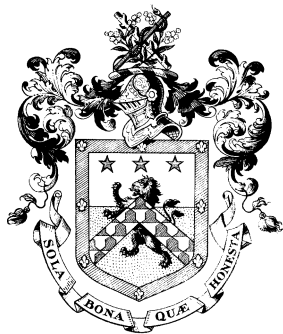


**SCHEME FOR  
MEMBERS ALLOWANCES**



**APRIL 2018**

## **FOREWORD**

The Town Council of Royal Leamington Spa, consistent with its policy of providing information to the general public and maintaining openness about its activities, will make details of its Members' Allowances Scheme available to the public. Copies of this document are available from the Town Clerk, The Town Hall, the Parade, Royal Leamington Spa, CV32 4AT. Telephone 01926 450906.

Details of amounts paid to individual members of the Council are also open to public inspection by prior arrangement.

The cost of the Members Allowances scheme in 2018/19 was £18,000.

R. Nash  
Town Clerk and Responsible Financial Officer

## **SCHEME FOR MEMBERS ALLOWANCES**

Royal Leamington Spa Town Council, in accordance with the powers conferred by the Local Authorities (Members Allowances) Regulations 2003, has made the following scheme for Members' Allowances.

### **Definitions**

1. In this scheme:-

- (i) "Councillor" means a member of the Town Council of Royal Leamington Spa who is a Councillor duly elected;
- (ii) "Year" means the twelve months ending with the Annual Meeting of the Council.

**Note: This scheme does not apply to any member of the Council who may have been co-opted to the office of Councillor under the Local Elections (Parishes and Communities) Rules 1986.**

- (iii) This scheme shall commence with effect from the 1<sup>st</sup> April 2004.

### 2. **Basic Allowance**

Subject to paragraph 5, for each year a basic allowance of £582 shall be paid to each Councillor.

### 3. **Mayoral or Chair's Allowance**

- (i) For each year an allowance shall be paid to the Councillor who is elected to the position of Mayor.
- (ii) In accordance with the provisions contained within the Local Government Act, 1972 (section 15 (5)), this allowance shall be such amount as the Council shall from time to time determine. The allowance for the year 2018/19 shall be £8237.

### 4. **Renunciation**

A Councillor may by notice in writing given to the Responsible Financial Officer elect to forego any part of his/her entitlement to an allowance under this scheme.

### 5. **Part Year Entitlements**

- (i) This part of the scheme deals with entitlement to allowances where during any year the scheme is amended; a Councillor is elected to or leaves the Council; or a Councillor takes on or gives up the position of Chair, for which an allowance is payable.
- (ii) Newly elected Councillors or Councillors leaving the Council during the year will be entitled to basic allowance pro rata to the full year allowance.

- (iii) A Councillors entitled to the Chair's or Mayor's allowance for part only of any year will be paid a pro-rata amount.

## 6. **Payments**

- (i) Payments of allowances shall be made in instalments of one quarter of the amount specified every three months, subject to the amount due being adjusted in accordance with paragraph 5.

## 7. **Uprating**

- (i) The amounts detailed in this scheme shall apply up to and including the Annual Meeting of the Council.
- (ii) In respect of each year thereafter, the allowances identified in paragraphs 2 and 3 above shall be increased by the Council in accordance with the Local Government Salary settlement as agreed by the National Joint Council.
- (iii) In accordance with the recommendations of the Parish Remuneration Panel, the indexation of the allowances within this scheme shall be utilised for four years, or until the Council requires a further review whichever is the earlier.

## 8. **Withholding Allowances**

Where a member is suspended or partially suspended from his/her responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the part of the parish basic allowance payable to him/her in respect of the period for which he is suspended or partially suspended may be withheld by the Council, or in the event that part of the allowance has been paid, that part of the allowance as relates to any such period shall be repaid to the Council.

## 9. **Travel and Subsistence Allowances**

- (i) Councillors shall be entitled to claim allowances for the cost of certain travel and subsistence, as prescribed in Schedule 1 to this scheme.
- (ii) The Responsible Financial Officer shall increase the amounts of these allowances from time to time in line with the maximum amounts authorised by the Secretary of State, subject to report to the Policy and Resources Committee of the Council.

## 10. **Deputy Mayor's Expenses**

For those occasions where the Vice Chair (Deputy Mayor) of the Council is required to attend official functions but does not have use of the civic car, it will be appropriate for the Vice Chair to be reimbursed any car travel expenses incurred, in accordance with the rates set out in Schedule 2.

## 11. **Dependants' Carers Allowance**

A dependants' carers allowance is payable to members who incur expenditure on the care of children or dependants in order to perform their duties as Councillors. To qualify each of the following criteria must be met:-

- a) The event must be a duty listed in Schedule 1
- b) The event requires the member to provide care for a person who normally lives with the member as part of his/her family and who is:
  - i) a child below school age
  - ii) a child under 14 outside school hours
  - iii) an elderly, sick or disabled dependant requiring constant care.
- c) A carer will be any responsible mature person who does not normally live with the member as part of the member's family.
- d) Payments made under this scheme will be open to public inspection.

Details of the allowance paid are included in Schedule 2. This allowance is to be increased annually in line with the Government National Living Wage.

## **SCHEDULE 1**

### **MEETINGS QUALIFYING FOR TRAVEL & SUBSISTENCE ALLOWANCE**

Travelling and Subsistence allowances may be claimed as follows:-

- (i) attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (ii) the attendance at a meeting of any association of authorities of which the authority is a member;
- (iii) the performance of any duty in pursuance of any standing order made under S135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (iv) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- (v) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.”

## **SCHEDULE 2**

### **MEMBERS TRAVELLING, SUBSISTENCE ALLOWANCES AND DEPENDANTS' CARERS ALLOWANCE**

#### **GENERAL**

All references in this schedule to travel and subsistence allowances are subject to the overriding requirement that they relate to a duty under Schedule 1.

#### **A. TRAVEL**

1. For non-local travel, where rail travel is practical Councillors will be reimbursed the appropriate rail fare. Actual bus/taxi fares at destination will also be reimbursed.
2. For local travel, and non-local travel where rail travel is not practical, Councillors are entitled to claim mileage allowances for the use of their private motor vehicles.

All vehicle sizes are reimbursed at the rate of £0.45 per mile.

\* The entitlement is increased by 5p per mile for each passenger carried on journeys to which this scheme applies, up to a maximum supplement of 20p per mile.

3. Members who travel by public transport rather than private car will be reimbursed their actual costs. Exceptionally, where no other means of travel is possible, private hire or taxi fares may be claimed.
4. For long distance travel, air travel may be appropriate. Actual costs not exceeding economy class air fares will be reimbursed subject to approval having been given in advance by the Responsible Financial Officer.

(rates effective from 1st April 2018)

#### **B. SUBSISTENCE**

1. Except where a "Committee Tea" or other appropriate subsistence is made available to Councillors, subsistence allowances may be claimed where Councillors are necessarily away from home. Away from home is defined as duties outside Leamington Spa.

<u>Period of Absence</u>	<u>Description of Allowance</u>	<u>Maximum which may be claimed</u>
		<u>£</u>
More than 4 hours prior to 11.00 a.m.	Breakfast	£7.01
More than 4 hours including the period noon - 2.00 p.m.	Lunch	£9.66
More than 4 hours including the period 3.00 p.m. to 6.00 p.m.	Tea	£3.81
More than 4 hours returning after 7.00 p.m.	Evening Meal	£11.96

**C. DEPENDANTS' CARERS ALLOWANCE**

1. Members incurring expenditure on the care of children or dependants which meets the criteria identified in paragraph 11 of the Scheme above may claim the lower of the actual sum paid or £7.83 per hour payable upon the production of receipts.