

SOLIHULL METROPOLITAN BOROUGH COUNCIL
Members' Allowances Scheme 2016
1st April 2016 – 31st March 2017

Introduction

1. This scheme of allowance ("the Scheme") is made this 6th day of December 2016 in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and following the report of the Independent Remuneration Panel dated October 2016.
2. The Scheme applies for the payment of allowances to Members for the period from **date to be inserted** to 31st March 2017 and has been extended by agreement of the Leaders of all political Groups on the Council to cover the year period to 31st March 2017.
3. The Members' Allowances Scheme previously approved by the Council is hereby revoked and ceases to exist after **date to be inserted** and shall be replaced by this scheme (Members' Allowances Scheme 2016).

Basic Allowance

4. A Basic Allowance at the annual rate of £8,795 will be paid to each Councillor.

Special Responsibility Allowances

5. Special Responsibility Allowances will be paid as follows at the annual rates shown in the table below:-

(date to be inserted to 31 March 2017)	
Special Responsibility Allowance (annual rates)	£
Leader of the Council	£21,988
Deputy Leader of the Council	£10,554
Cabinet Members	£8,795
Chairmen, Overview & Scrutiny Boards	£7,036
Chairman of Planning Committee	£7,036
Chairman of Licensing Committee or Licensing Sub-Committee*	£3,518
Chairman of Governance Committee	£3,518
Co-opted Chairman of Audit Committee	£750
Member of Adoption Panel and Fostering Panel	£2,639
Group Leader (10 or more Councillors)	£8,795
Group Leader (5-9 Councillors)	£4,398
Group Leader (less than 5 Councillors)	£2,199

Spokesperson of a political group (Subject to the Political Group having at least the same number of Members as there are current places in the Cabinet)	£1,759
Spokesperson of a political group (Where the Group has less Members than the number of current places in the Cabinet)	£880

Childcare/Dependants' Carers' Allowance

6. Allowances will be paid in respect of the expenses of a councillor in arranging for the care of their children or a dependant as are necessarily incurred for the purposes of the duties specified in Regulation 7 of the Local Authorities (Members' Allowances) (England) Regulations 2003 which for information are set out in Appendix 1 to the Scheme.
7. The allowance for childcare shall be the actual costs (supported by receipts) incurred not exceeding the hourly rate for the National Living Wage applicable to the age of the carer.
8. The allowance for dependants' carers' shall be at the Council's own hourly rate for Home Care Assistance for care of other dependants per hour for the time spent, to be paid only on the production of a receipt issued by a professional carer.
9. No member may claim for a childcare/dependants' carers' allowance unless details of the arrangements and their proposed cost have been notified in advance to the Chief Executive.

Travelling and subsistence allowance

10. Travelling allowances for the use of vehicles and bicycles are payable for the purposes of the duties specified in Regulation 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003 which for information are set out in Appendix 1 to the Scheme.
11. The rates for travelling allowances in respect of the use of a private vehicle or cycle shall be the same as the rates which are applicable in the terms and conditions of employment of employment of the Council's staff.¹
12. Members who travel by public transport should claim actual fares and are entitled to travel first class by rail. In special circumstances, claims in respect of the use of taxis may be reimbursed.
13. Where a member has undertaken an approved duty an amount reasonably and necessarily expended for the purpose of meals and refreshments may be claimed in accordance with guidelines approved by the Council from time to time.

General

14. No Member may be paid more than one special responsibility allowance.
15. A Member who is a member of another authority may not receive allowances from more than one authority in respect of the same duties.

¹ The current car user allowance is 36 pence per mile.

16. Payments in respect of basic and special responsibility allowances will be paid monthly in instalments of one twelfth of the amounts referred to above, one half of the monthly payment to be paid in arrear and one half to be paid in advance.
17. Payments will be made by direct transfer to a Members' bank/building society account and will be made on the 15th of the month or on the previous Friday if the 15th falls on a Saturday or Sunday.
28. A Members entitlement to payment of the basic and special responsibility allowances will be reduced pro-rata on ceasing to hold an office carrying a special responsibility, on ceasing to be a Councillor or in the event of the Scheme being amended by the Council.
19. A Member who does not wish to be paid all or any of the basic or special responsibility allowances must give notice, in writing, to the Chief Executive of the amount he or she wishes to forgo.
20. Where payment of any allowance has already been made in respect of any period during which a Member
 - a) Ceases to be a member of the Council; or
 - b) Is in any other way not entitled to receive the allowance in respect of that period,the Council may require that such part of the allowance as relates to any such period to be repaid to the Council.
21. Any travelling or subsistence allowance payable in respect of the responsibilities or duties from which a member is suspended or partially suspended may be withheld by the Council.
22. Claims for payment of the dependents' carers' allowance and travel and subsistence allowance must be made within the claim periods set out in Appendix 2.

**APPROVED DUTIES FOR THE PURPOSE OF DEPENDANTS' CARERS
AND TRAVELLING AND SUBSISTENCE ALLOWANCES ²**

- (a)(i) The 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;
- (a)(ii) Attendance of a member at meetings of working parties and advisory groups constituted by the Council, or by or on behalf of the Cabinet (including any Cabinet Member);
- (a)(iii) Attendance at seminars, training events and open days organised by or through the Council;
- (a)(iv) Attendance at a meeting on Council premises with an officer of the Council for the purpose of receiving a briefing by officers on matters on business before any decision making body (including decisions by Cabinet Members) (excluding any meeting only for the purpose of raising matters on behalf of constituents);
- (a)(v) Any specific duty on any occasion specifically approved by a Scrutiny Board, Committee, or Sub-Committee for the purpose of or in connection with the functions of that body.
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that -
 - (i) Where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) If the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
- (d) The attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
- (e) The performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and

² The categories of approved duties are as set out in Regulations 7 and 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003 Statutory Instrument No. 1021

empowering or requiring the authority to inspect or authorise the inspection of premises;

- (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and
- (h) 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.

APPENDIX 2

Claim periods for travelling, subsistence and dependents' carers' allowances

Claim Period		Claims to be in Democratic Services Office by 9.00 am on	Pay Day
2016			2016
From	To		
29-Feb	27-Mar	29.03.16	15-Apr
28-Mar	24-Apr	29.04.16	13-May
25-Apr	22-May	31.05.16	15-Jun
23-May	26-Jun	30.06.16	15-Jul
27-Jun	24-Jul	29.07.16	15-Aug
25-Jul	28-Aug	31.08.16	15-Sep
29-Aug	25-Sep	30.09.16	14-Oct
26-Sep	23-Oct	31.10.16	15-Nov
24-Oct	27-Nov	30.11.16	15-Dec
2017			2017
28-Nov	25-Dec	30.12.16	13-Jan
26-Dec	22-Jan	31.01.17	15-Feb
23-Jan	26-Feb	28.02.17	15-Mar

Payments of the Basic and Special Responsibility Allowance are made two weeks in arrears and two weeks in advance.

Payments of travelling and subsistence allowances, together with childcare and dependants' carers' allowances, are made in arrears in accordance with the timetable shown above. Receipts must be provided with your claim form.

Please submit forms by reference to the Claim Periods

PLEASE ENSURE THAT YOUR EMPLOYEE NUMBER IS ENTERED ON EACH CLAIM FORM.