



PART 6
MEMBERS ALLOWANCE SCHEME

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2013/14

BASIC ALLOWANCE £4,425 per annum
Payable to every Councillor

SPECIAL RESPONSIBILITY ALLOWANCES

Leader of the Council	£14,367 per annum
Deputy Leader of the Council	£9,948 per annum
Cabinet Member	£8,844 per annum
Development Control Committee Chairman	£3,318 per annum
Development Control Committee Vice-Chairman	£1,107 per annum
Licensing Committee Chairman	£2,217 per annum
Licensing Committee Vice-Chairman	£741 per annum
Policy Development Group Chairman	£2,949 per annum
Policy Development Group Vice-Chairman	£987 per annum
Scrutiny Committee Chairman	£2,949 per annum
Scrutiny Committee Vice-Chairman	£987 per annum
Opposition	£3,318 per annum
Constitution Committee Chairman	£2,949 per annum
Constitution Committee Vice-Chairman	£987 per annum
Governance & Audit Committee Chairman	£3,318 per annum
Governance & Audit Committee Vice-Chairman	£1,107 per annum

Any member entitled otherwise to more than one special responsibility allowance shall only be entitled to take one such allowance that being the highest.

Childcare and carers allowance: An allowance for child care and carers at £5.89 per hour is payable, subject to a ceiling of £1,110 per annum per Councillor, payable for approved duties.

Travelling Expenses (elected members and non-elected co-opted members)

45[^] pence per mile irrespective of the cc of the car.

Travelling expenses are payable for the following:

1. Full Council meetings
2. Cabinet, Committee or sub Committee meetings of which a member or has been invited to attend such meeting. If not a member of the committee or not invited to attend such a meeting **no** travel expenses are payable.
3. Outside bodies to which the Council makes nominations/appointments (but not representation on school governing bodies) and has been 'sent' as a nominee of the Council.
4. Meetings in effect 'set-up' by the Council, such as working groups provided membership includes **more than** one political group or group leaders meetings.
5. Meetings of the various tiers of the Local Government Association.
6. Planning site visits as a rostered member of the Development Control Committee, not as a local representative pursuing constituency interests.
7. Seminars, conferences and similar informal meetings at the behest of Committees.
8. Other meetings 'for the Council' such as staff appointments, training seminars and meetings with officers in connection with a member's portfolio (not normal constituency business).
9. Duties, which are undertaken in connection with being a Cabinet Portfolio holder, Chairman/Vice Chairman of a PDG, Chairman/Vice Chairman of Regulatory Committees such as briefing meetings, visits & opening tenders.

Subsistence Expenses

Reimbursement of **actual costs incurred to a maximum of;**

Breakfast Allowance

An absence of at least 4 hours before 11am - £6.80

Lunch Allowance

An absence of at least 4 hours including the whole of noon to 2pm -£9.60

Tea Allowance

An absence of at least 4 hours including the whole of the period 3pm – 6pm -£3.70

Evening Meal Allowance

An absence of at least 4 hours ending after 7pm -£11.70

Overnight Absence

In the case of an absence overnight from the usual place of residence – full cost of reasonable & necessary expenses.

Additional Guidance for Subsistence Entitlement:

1. Entitlement for Subsistence applies the same as travelling expenses when claiming for duties outside the District.
2. Entitlement for Subsistence when attending the main Council Offices or within the district should only be when attending **two separate** meetings (as defined at travelling expenses numbers 1 to 8). Note number 9 duties undertaken in connection with being Cabinet portfolio holder or chairman/vice chairman of a PDG such as briefing meetings etc **do not** count for the purposes of entitlement to subsistence.
3. In the case of an absence overnight from the usual place of residence full cost of reasonable and necessary expenses are payable. With regard to meals claimed reference will be made to the normal allowances, taking account of any unavoidable captive charges. The Head of Finance Services will make a decision on any dispute on 'reasonable and necessary' expenses.
4. Where a member's existing private domestic broadband connection is used for access to South Kesteven District Council systems, an allowance will be paid to that member. The level of reimbursement will be the actual amount paid by the member for his or her broadband connectivity up to a maximum of £21.99 per month. Members will need to submit a copy of a recent bill from their service provider indicating the monthly connectivity charge in order to claim the reimbursement.^{01/10}