

# REPORT TO COUNCIL

REPORT OF: John Blair

REPORT NO: FIN227

DATE: 14<sup>th</sup> February 2005

<b>TITLE:</b>	Members Allowances
<b>BACKGROUND PAPERS:</b>	<b>FIN211 – 13 January 2005</b> <b>Welland Remuneration Panels report on Members Allowances</b>

## Introduction

Members will recall the decision regarding remuneration following the recommendations of the Welland Remuneration Panel contained in Report FIN211

## Details of Report

The purpose of this report is to clarify the amount of travelling and subsistence allowances which can be claimed by members.

The Welland Remuneration Panels report on Members Allowances refer to travel and subsistence allowances being the same as staff employed under the National Joint Council (NJC) conditions of service.

In compiling this report, the Panel were not aware locally agreed expenses were in place.

The amount of travelling and subsistence allowance which can be claimed are detailed below:

Travelling Allowance at a rate of 40 pence per mile.

Subsistence Allowance	Breakfast	£5.00
	Lunch	£6.90
	Tea	£2.70
	Evening Meal	£8.50

Appendix one shows the Members Remuneration payable from the Council AGM.

## Contact Officer

John Blair, Director of Finance and Strategic Resources  
01476 406202  
j.blair@southkesteven.gov.uk

# SOUTH KESTEVEN DISTRICT COUNCIL

## MEMBERS ALLOWANCE SCHEME

FROM 28<sup>th</sup> April 2005

**BASIC ALLOWANCE** – Payable to every Councillor £3,512 per annum

### **SPECIAL RESPONSIBILITY ALLOWANCES**

Leader of the Council	£12,758 per annum
Deputy Leader of the Council	£9,114 per annum
Cabinet Member	£7,290 per annum
Regulatory Committee Chairman	£2,916 per annum
Vice Chairman of Regulatory Committee	£976 per annum
Standards Committee Chairman	£1,866 per annum
Standards Committee Vice-chairman	£1,262 per annum
Opposition	£3,817 per annum
Development and Scrutiny Panel Chairman	£2,333 per annum
Development and Scrutiny Panel Vice Chairman	£779 per annum
Constitution and Accounts Committee Chairman	no payment
Constitution & Accounts Committee Vice Chairman	no payment

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

### Travelling expenses

40 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 on 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 Policy Development Committee 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 11 am -£5.00

Lunch Allowance-

An absence of at least 4 hours including the whole of noon to 2pm -£6.90

Tea Allowance-

An absence of at least 4 hours including the whole of the period 3pm to 6pm -£2.70

Evening Meal Allowance-

An absence of at least 4 hours ending after 7pm -£8.50

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 PDC 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 Director of Finance & Strategic Resources will make a decision on any dispute on 'reasonable and necessary' expenses.**