

# **PART 6**

## **MEMBERS' ALLOWANCES SCHEME**

**BASIC ALLOWANCE** £ per annum

Payable to every Councillor 5,886

**SPECIAL RESPONSIBILITY ALLOWANCES**

Leader of the Council	20,589
Deputy Leader of the Council	16,176
Cabinet Member	11,766
Planning Committee Chairman	5,298
Planning Committee Vice-Chairman	1,749
Licensing Committee Chairman	3,237
Licensing Committee Vice-Chairman	1,068
Overview and Scrutiny Committee Chairman x 4	5,886
Overview and Scrutiny Committee Vice-Chairman x 4	1,941
Opposition Group Leaders (pro rata)	5,886
Constitution Committee Chairman	2,652
Constitution Committee Vice-Chairman	873
Governance & Audit Committee Chairman	3,924
Governance & Audit Committee Vice-Chairman	1,299
Employment Committee Chairman	3,924
Employment Committee Vice-Chairman	1,299
Companies Committee Chairman	3,924
Companies Committee Vice-Chairman	1,299

Any member entitled otherwise to more than one Special Responsibility Allowance shall only be entitled to take one such Allowance that being the highest.

**INDEPENDENT PERSON ALLOWANCE**

Independent Person Special Responsibility Allowance 1,500

**Childcare and Carers Allowance**

An allowance for childcare and carers at £9.50 per hour is payable, subject to a ceiling of 200 hours per annum per Councillor, payable for approved duties on presentation of a receipt/invoice or signed verification from the carer to confirm the arrangements.

**Travelling Expenses (elected Members and non-elected co-opted Members)**

Travelling expenses are payable at a rate of 45 pence per mile (irrespective of the cc of the car) for the following:

- (i) Full Council meetings

- (ii) Cabinet, Committee or Sub Committee meetings of which a Member, or if not a member of a meeting, is attending where they have a legitimate interest in a matter that is scheduled to be discussed
- (iii) Outside bodies to which the Council makes nominations/appointments (but not representation on school governing bodies) where the Councillor is in attendance as a nominee of the Council
- (iv) Meetings in effect 'set-up' by the Council, such as working groups provided membership includes more than one political group or group leaders' meetings
- (v) Travel and subsistence expenses to be met for all Councillors on Working Groups provided that they have been appointed in a properly constituted Meeting Body comprising more than one Political Group and that the membership of the Working Group is open to all Members of that Meeting Body
- (vi) That the above principle should apply for a Councillor invited to serve on a Working Group but not on the parent Meeting Body
- (vii) Meetings of the various tiers of the Local Government Association
- (viii) Planning site visits as a rostered Member of the Planning Committee, not as a local representative pursuing constituency interests
- (ix) Seminars, conferences and similar informal meetings at the behest of Committee
- (x) 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)
- (xi) Duties, which are undertaken in connection with being a Cabinet Member, Chairman/Vice-Chairman of an Overview and Scrutiny, Chairman/Vice-Chairman of Regulatory Committees such as briefing meetings, visits and opening tenders
- (xii) Meetings with officers to discuss items included on Council, Cabinet and Committee agendas where the Council has made a pre-arranged appointment
- (xiii) Town and Parish Council meetings, including Parish Meetings within the Members' Ward that they attend as a representative of South Kesteven District Council

- (xiv) Duties, which are undertaken in connection with being a Cabinet Member, Chairman/Vice-Chairman of an Overview and Scrutiny, Chairman/Vice-Chairman of Regulatory Committees such as briefing meetings, visits and 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 and necessary expenses

### **Additional Guidance for Subsistence Entitlement;**

- (i) Entitlement for subsistence is determined against the same criteria as travelling expenses when claiming for duties outside the district
- (ii) Entitlement for Subsistence when attending the main Council Offices or within the district should only be when attending two separate meetings. Duties undertaken in connection with being Cabinet Members or Chairman/Vice-chairman such as briefing meetings, etc. do not count for the purposes of entitlement to subsistence

- (iii) In the case of an absence overnight from the usual place of residence, full cost of reasonable and necessary expenses is payable. With regard to meals claimed reference will be made to the normal allowances, taking account of any unavoidable captive charges. The Monitoring Officer will make a decision on any dispute on 'reasonable and necessary' expenses