



Title:	Constitution of the Council (Part 6: Councillors Allowances)
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CONSTITUTION OF THE COUNCIL

PART 6 - COUNCILLORS' ALLOWANCE SCHEME

1 BASIC & SPECIAL RESPONSIBILITY ALLOWANCES

ALLOWANCE (Annual)	2022/23	2023/24	2024/25	2025/26
	£	£	£	£
Basic Allowance (All Councillors)	5242	5,242	5,242	5,242
Leader of the Council	19,489	19,489	19,489	19,489
Leader of the Opposition	8,858	8,858	7,796	7,796
Leader of the Minority Group (see note 1.2)	1,063	1,063	1,063	1,063
Cabinet Members	8,858	8,858	8,858	8,858
Cabinet Members Without Portfolio	0	0	0	0
Cabinet Support Members	4,429	4,429	4,429	4,429

Chair of Licensing Committee		6,495	6,495	6,495	6,495
Chair of Licensing Sub-Committee		0	0	0	0
Chair of Planning Committee		7,441	7,441	7,441	7,441
Chair of Scrutiny Committee		3,897	3,897	3,897	3,897
Independent Laypersons – Scrutiny (Audit and Value for Money Council Services) Committee		233	233	233	233
Chair of Standards Committee		1,557	1,557	1,557	1,557
Ordinary non-ESBC members of Standards Committee		233	233	233	233

- 1.1 The Basic Allowance is intended to include broadband and telephone expenses, as well as printing costs of Council-related papers.
- 1.2 The Special Responsibility Allowance payable to the Leader of the Minority Opposition Group is only payable when such a group reaches at least 10% of the full Council membership (i.e. at least 4 members).
- 1.3 Payments will be withheld when a Councillor ceases to be a member of the Council or is in any way not entitled to receive allowances.

2 ATTENDANCE AT MEETINGS

- 2.1 Where a Councillor fails to attend at least 75% of the meetings which they are due to attend (subject to normal exceptions that apply to Officers not being at work, such as ill health and family bereavement, etc) the 12th monthly instalment of any Basic Allowance or Special Responsibility Allowance will not be paid.
- 2.2 Where a Councillor fails to attend at least 50% of their scheduled meetings by the end of the 10th month of the municipal year, the 11th and 12th instalment of their Basic Allowance and any Special Responsibility Allowance payable will not be paid (subject to normal exceptions that apply to Officers not being at work, such as ill health and family bereavement, etc).
- 2.3 The following meetings count towards this attendance monitoring:
- Full Council;
 - Cabinet;
 - Any Committee or Sub-Committee meetings of the Council to which a Councillor is appointed;
 - Informal meetings of the Cabinet (i.e. Leader/Cabinet Member Meetings);
 - All Member Briefings.
- 2.4 To qualify as an attendance at a meeting, a Councillor shall attend all of that meeting until the end of the meeting (i.e. up to 3 hours from the beginning of the meeting, or longer if Standing Orders are suspended).
- 2.5 Where a Member on the Planning Committee does not attend the preceding site visits, but does attend the subsequent Planning Committee meeting, then no attendance will be recorded for the subsequent meeting; but where a Member attends both the site visits in the morning and the Planning Committee meeting in the afternoon, then they will have been deemed as attending two meetings and their attendance will be recorded accordingly.
- 2.6 Where a Member appoints a substitute (part 3a Section 7) to attend a meeting on their behalf if they are unable to attend, then the meeting attended by the substitute should be counted against their attendance target and for the Member sending a substitute that the relevant meeting is discounted against their attendance target.
- 2.7 Where a Member is on parental leave (part 5H) then they are exempt from the attendance targets and their basic allowance, and Special Responsibility Allowance if applicable, then the Member on parental leave should continue to be paid in full while the Member filling in shall also be paid the applicable Special Responsibility

Allowance on pro rate basis subject to the 1 Special Responsibility Allowance only rule;

- 2.8 Where a Member is filling in for another Member on parental leave and the Member on parental leave is in receipt of an Special Responsibility Allowance, then the meetings attended by the Member filling in are counted towards their attendance targets.

3 TRAVEL EXPENSES

- 3.1 Travel expenses are only paid to Councillors in connection with their official approved duties. Councillors are reminded that the Council has committed to reduce unnecessary travel, to promote sustainable transport modes and to tackle climate change.
- 3.2 When travelling outside the Borough, Councillors are expected to take the most cost-effective means of travel that is appropriate.
- 3.3 The costs of allowable travel by the Councillor’s private motor vehicle or bicycle will be payable at HMRC mileage rates. The current rates are set out below:

Vehicle Type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor Cycles	24p	24p
Bicycles	20p	20p
Passenger Supplement Rate	5p per passenger	5p per passenger

- 3.4 Where a Member is claiming mileage allowance by travelling in a hybrid or electric vehicle, then the standard HMRC rates are applicable.
- 3.5 The actual cost of allowable travel will only be reimbursed upon production of receipts.

4 SUBSISTENCE & ACCOMMODATION EXPENSES

- 4.1 Subsistence expenses are not paid when Councillors are undertaking official approved duties within the Borough. This does not preclude the Council providing light meals and refreshments when meetings are unduly long or at other times deemed appropriate.
- 4.2 Subsistence expenses are only paid to Councillors when they are undertaking official approved duties outside the Borough and the duties involve more than 4 hours spent away from the Councillor's normal place of residence. The actual cost of allowable subsistence expenses will only be reimbursed upon production of receipts.
- 4.3 Councillors are encouraged to arrange for Democratic Services to book accommodation on their behalf. They may be able to secure better rates and are not bound by the maximum rates set out below.
- 4.4 The maximum rates payable for subsistence expenses are as follows.

4.4.1 Meals:

Meal	Time	£
Breakfast	Before 11.00am	8.16
Lunch	Between 12 noon and 2.00pm	11.21
Tea	Between 3.00pm and 6.00pm	4.50
Evening Meal	After 7.00pm	13.87

4.4.2 Overnight Accommodation:

Location	£
In London or at an approved conference	113.65
Elsewhere	99.65

5 DEPENDANTS' CARERS EXPENSES

- 5.1 Councillors shall be entitled to be reimbursed the actual cost of providing care to their dependants when such costs are necessarily incurred due to the Councillor undertaking official approved duties. Allowable expenses under this heading will only be reimbursed upon production of relevant receipts.
- 5.2 Two different categories of care are recognised and payable as follows:
- 5.2.1 Childcare – maximum hourly rate at National Living Wage (£10.42 from 1 April 2023);
- 5.2.2 Elderly/Disabled Care – maximum hourly rate at the median hourly rate charged by Staffordshire County Council Social Services Department for a Home Care Assistant.
- 5.3 Where the Dependant Carers expense is claimed, the carer cannot be a member of the claimant's family. A claim can be made for an informal babysitter as long as the carer is not a member of the claimant's family, but receipts are still required.

6 INDEXATION

- 6.1 The allowances and expenses payable under this scheme shall be updated each year as follows:

Allowance / Expense	Indexation
Basic & Special Responsibility Allowances	Indexed to the annual percentage salary increase for local government staff (at spinal column 43) from 1/4/23 for the following 4 years.
Travel Expenses	Mileage rates shall be indexed in line with the HMRC rates. Other travel: actual costs subject to the most cost effective provisions.
Subsistence & Accommodation Expenses	indexed in line with the maximum rates payable to Officers of the Council
Dependants' Carers Expenses	Childcare – maximum hourly rate at National Living Wage (£10.42 from 1 April 2023); Elderly/Disabled Care – maximum hourly rate at the median hourly rate charged by Staffordshire County Council Social Services Department for a Home Care Assistant.

7 MAKING CLAIMS FOR EXPENSES

- 7.1 All claims for expenses must be made as soon as possible and in any case within 3 months of the expense being incurred unless otherwise agreed in exceptional circumstances by the Chief Finance Officer.

8 PUBLICITY

- 8.1 The Council shall publish an annual statement of the remuneration and expenses received by Councillors in a local newspaper circulating in the area. Such notice shall also include a statement of Councillors' attendance at meetings. This notice will also be published on the Council's website.