



**Nottingham
City Council**

Part 7

Members' Allowances Scheme

Members' Allowances Scheme

Nottingham City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 (the 2003 regulations) and all other powers vested in it, hereby makes the following scheme:

1. Citation

This scheme, made by the City Council on 5 March 2012, may be cited as Nottingham City Council Members' Allowances Scheme.

2. Interpretation

In this scheme:

“councillor” means a member of Nottingham City Council;
“year” means the 12 months ending with 31 March.

3. Basic Allowance

Subject to paragraph 6, a basic allowance of £11,581.57 (indexed with effect from 9 March 2009 in line with increases in pay of employees covered by the National Joint Council for Local Government Services) shall be paid to each councillor for each year.

4. Special Responsibility Allowance

- (1) For each year, a special responsibility allowance (indexed with effect from 9 March 2009 in line with increases in pay of employees covered by the National Joint Council for Local Government Services) shall be paid to those councillors who have the special responsibilities in relation to the authority that are specified in Schedule 1 to this scheme.
- (2) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- (3) In any year a councillor shall be paid only one special responsibility allowance (being the highest amount payable in respect of special responsibilities held). A civic office holder may, in addition, be paid the civic allowance specified in the schedule.

5. Waiver

A person may, by notice in writing given to the Deputy Chief Executive and Corporate Director of Resources, elect to forego any part of his or her entitlement to an allowance under this scheme.

6. Part-year Entitlements

- (1) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowance where, in the course of a year that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- (2) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
- (3) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- (4)
 - (1) Basic and special responsibility allowances shall be payable in instalments of 1/12th of the amount specified in this scheme and shall be paid or made available by the last working day of each month;
 - (2) Where a payment of 1/12th of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more or less than the amount to which he or she is entitled, the payment shall be such amount as will ensure that no more or no less is paid than the amount to which he or she is entitled.

7. Carers' Allowance

- (1) A carer's allowance shall be paid to a councillor who, as a result of attending a qualifying meeting, incurs costs in providing for the care of a dependant relative. Carers' allowances shall be paid at an hourly rate equal to the actual cost incurred, subject to:
 - (a) a maximum hourly rate mirroring the highest rate of the national minimum wage (currently £6.08);
 - (b) an annual limit mirroring the maximum level of benefit which can be obtained by an employee of the Authority purchasing childcare vouchers (currently £933);
 - (c) production of supporting invoices/receipts to the Chief Finance Officer.

- (2) “Qualifying meeting” means:
- (a) a meeting of the Council or of any Board, committee or sub-committee of the Council, or of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;
 - (b) any other meeting, the holding of which is authorised by the Council, or a Board or committee or sub-committee of the Council, or a joint committee of the Council and one or more local authorities within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided in each case that it is a meeting to which members of at least two political groups have been invited;
 - (c) a meeting of any association of authorities of which the Council is a member;
 - (d) the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises; and
 - (e) the performance of any duty in connection with arrangements made by the Council for the attendance of pupils at schools approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996;
 - (f) the carrying out of any other duty approved by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or any of its committees or sub-committees.
- (3) “Dependant relative” means a person who lives with the councillor or who is entirely dependant on the councillor for primary care, including:
- (a) a child aged 14 or under;
 - (b) an elderly relative requiring full-time care;
 - (c) a relative with a disabled or nursing requirement who needs temporary or permanent full-time care.
- (4) This allowance shall be paid where the claimant:
- (a) is not already in receipt of allowances or payments towards care from the individuals(s) being cared for; or
 - (b) where those being cared for are, themselves, ineligible for appropriate government paid allowance(s).

8. Travel and subsistence allowances

Travel and subsistence allowances shall be paid to councillors and to members of Council committees and sub-committees in connection with or relating to the duties specified in paragraph 7(2) above PROVIDED that, except for travel by bicycle, these allowances shall be paid to councillors only where the duties are undertaken outside the area of the City. The allowances shall be paid in accordance with Schedule 2.

9. Pensions

All councillors shall be entitled to a pension in accordance with a scheme made under section 7 of the Superannuation Act 1972 and basic allowance and special responsibility allowances shall be treated as amounts in respect of which such pensions are payable.

10. Avoidance of duplication

Where a councillor is also a member of another authority (within the meaning of regulation 3 of the 2003 regulations) that member may not receive allowances from more than one authority in respect of the same duties.

11. Time limit for making claims

Claims for travel and subsistence and carers' allowances, on a form provided by the Director of Finance and signed by the claimant, shall be submitted to the Director within one month from the date on which entitlement to the allowance arose.

12. Withholding/recovery of payments

- (1) Where a councillor is suspended or partially suspended from duties as a member of the Council under Part III of the Local Government Act 2000 (Conduct of Local Government Members) or regulations made under that Part, the Council may, for the period of suspension or partial suspension, withhold payment of basic allowance and, in respect of the duties to which the suspension or partial suspension relates, withhold payment of special responsibility and travel and subsistence allowances.
- (2) Where payment of any allowance has already been made in respect of any period during which the councillor concerned:
 - was suspended or partially suspended as above;
 - ceased to be a member of the Council; or
 - was 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 shall be repaid to the Council.

13. Operative date

Any allowance payable in accordance with this scheme shall be payable as if the scheme had been in force from 1 April 2009 or the date(s) of appointment, whichever is the later.

Schedule 1

	£
Leader	34,743.74
Deputy Leader	23,162.41
Executive Portfolio Holders	17,951.12
Chair of Overview and Scrutiny Committee	14,475.75
Overview and Scrutiny Select Committee Chairs	8,686.00
Area Committee Chairs	8,686.00
Chairs of Regulatory Committees	5,790.67
Chair of Audit Committee	5,790.67
Chairs of Licensing Panels	2,812.85
Chair of Appointments and Conditions of Service Committee	2,895.63
Leader of largest minority group	8,686.00
Leader of smaller and smallest minority group	8,686.00
Deputy Leader (or other senior spokesperson if nominated by relevant Leader) of each minority group with at least 6 members	2,895.63
Chief whip, controlling group	5,790.67
Executive Assistants	5,790.67
<u>Civic Allowances</u>	
Lord Mayor	24,899.76
Deputy Lord Mayor	3,474.33
Sheriff	12,739.31

Schedule 2

TRAVEL ALLOWANCE

For journeys **outside the City boundary only**, members may claim either bus fares or mileage (using a motor cycle, car or bicycle).

Allowable mileage will be taken to be the distance from the City boundary for the journey concerned as determined by the Director of Finance using an appropriate computerised system and is based on the periodically notified HM Revenue and Customs approved mileage rates for vehicles (up to 10,000 miles).

Motorcycle rates

24 pence per mile

Motor vehicle rates

A rate of £0.45p per mile shall be paid (based on HMRC Guidance and varied as necessary)

Bicycle rate

20 pence per mile

SUBSISTENCE ALLOWANCE

Can be claimed subject to the following:

- absence from the usual place of residence must exceed 4 hours;
- half an hour is allowed for travelling from home and to home;
- expenditure on subsistence must have been incurred;
- receipts must be produced;
- the allowance paid will be actual expenditure but subject to the maximum amounts specified below.

The allowances set out below are the maximum amount which can be claimed in respect of any expenditure. Amounts claimed will still have to be justified and approved as set out above. A receipt must be obtained and the expenditure must be necessary and additional to the colleague's ordinary expenditure on a meal at the relevant time (a deduction of £1.00 for breakfast and lunch and £2.00 for an evening meal should be made from all claims in respect of a meal taken at that time and the national agreement only allows for the reimbursement for additional costs).

Subsistence rates

- Breakfast £5.00 (before 11 am)
- Lunch £5.00 (12 noon to 2 pm)
- Evening meal £10.00 (after 7 pm)

Overnight subsistence

Where attendance at a conference or similar event necessitates an overnight stay, accommodation at the conference hotel, or a hotel of an equivalent standard, will be arranged and paid for by the Council. For meals taken in connection with the event, the reasonable actual cost will be reimbursed, subject to production to the Director of Finance of a receipt.

Meals taken on trains

The reasonable cost of the meal may be reimbursed where it is incurred during a period for which there is an entitlement to a day subsistence allowance and a receipt is obtained.