

Part 6

Members' Allowances Scheme

EASTBOURNE BOROUGH COUNCIL

MEMBERS' ALLOWANCES SCHEME

Eastbourne Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) and the Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003, hereby make the following Scheme:

1. Title and Effective Date

- 1.1 This scheme may be cited as the Eastbourne Borough Council Members' Allowances Scheme and shall have effect from 1 April 2019 to 31 March 2020.

Notes: (1) Authority for this Scheme was given by the Council at its meeting on 20 April 2011 following consideration of a report by the Council's Independent Remuneration Panel.

(2) The allowance amounts specified in the Scheme are updated on 1 April each year in accordance with paragraph 10 (Annual Adjustment).

(3) Scheme has been updated to take account of changes to the Council's 'standards regime' approved by full Council on 9 May and 18 July 2011; references to independent co-opted chairman and members of the Standards Committee having been deleted accordingly.

(4) Paragraph 13 (Pensions) has been amended to reflect changes approved by Parliament and effective 1 April 2014.

(5) Paragraph 8 (IT Allowances) has been amended to reflect the decision of Council on 20 November 2013 to withdraw the fully supported option for reasons of maintaining appropriate security of council information and data and all councillors were deemed eligible for the IT allowance so that it could contribute towards their broadband and printing costs which in future would not be met by the Council. The Council would however provide all councillors with a laptop or tablet.

(6) The scheme amounts shown in the schedules are unchanged pending a forthcoming review of the allowances scheme due later in the year.

2. Basic Allowance

- 2.1 Subject to paragraphs 9, 10, 11 and 12 below, for each year a basic allowance of an amount as specified in Schedule 1 to this Scheme shall be paid to each Councillor.

- 2.2 This allowance is intended to recognise the time commitment of all Councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group

meetings, but also to reflect an element of voluntary public service. It is also intended to cover incidental costs such as the use of their homes. Travel and subsistence allowances are not payable in respect of qualifying duties undertaken within the Borough nor is assistance given to Councillors towards telephone costs. These are all expected to be met out of the Councillors basic and special responsibility allowances. An information technology allowance is however payable to eligible Councillors.

3. Special Responsibility Allowances

3.1 Subject to paragraphs 9, 10 11 and 12 below, for each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council and in the amounts that are specified in Schedule 1 to this Scheme.

3.2 These allowances are intended to recognise the time devoted by those Councillors who have significant extra responsibilities, but also to reflect an element of voluntary public service.

3.3 The special responsibility allowance to the Chairman of the Licensing Act Committee and the General Licensing Committee is made on the basis that the Committees are chaired by the same person. The Chairman is not entitled to receive an allowance in respect of membership of a Licensing Sub-Committee (whether acting as the Chairman or as an Ordinary Member of the Sub-Committee).

3.4 The special responsibility allowances paid to the Chairman and members of each Licensing Sub-Committee (Licensing Act or General Licensing) are also subject to the following provisions: -

(a) An allowance is payable to the Chairman of each separately established Licensing Sub-Committee.

(b) An allowance is payable to the two other Members of each separately established Licensing Sub-Committee.

(c) That the maximum amount that any Member (whether acting as Chairman or as an Ordinary Member) of a Licensing Sub-Committee shall be entitled to receive in any year shall not exceed two-thirds of the amount of the special responsibility allowance payable to the Chairman of the Licensing Committees

4. Co-optees Allowances

4.1 There is currently no provision for the payment of allowances to co-opted members.

5. Child Care and Dependand Carers' Allowance

5.1 Subject to paragraphs 9 and 10 below, the Council will pay

allowances in respect of the costs necessarily incurred by councillors in making arrangements for the care of children or other dependants living with them, to enable them to perform any of the duties listed in Part A of Schedule 2 to this scheme. The amount of the allowances shall be as specified in Schedule 1 to this Scheme. A higher maximum rate shall apply in circumstances where the employment of a specialist carer is required and prior agreement has been obtained from the Assistant Director for Corporate Governance that payment at the higher rate is appropriate. Councillors must sign a certificate verifying that they have incurred the costs claimed and where possible provide receipts. Payment will not be made where the carer is a member of the councillor's family.

6. Travel Allowances

- 6.1 Subject to paragraphs 9 and 10 below, travel allowances shall be paid in accordance with the rates set out in Schedule 3 and in respect of the duties set out in Part B of Schedule 2 to this Scheme. When the cost of travel is met by the Council direct the accountable spending officer may use the provisions and rates in this Scheme as a guide when selecting travel arrangements. Due regard should also be taken of the Council's financial procedure and hospitality spending rules.

Cost effectiveness and environmental responsibility

- 6.2 The member should seek to choose a mode of transport that is both cost-effective and environmentally responsible. An appropriate balance should be struck between the cost and convenience of the mode of travel selected. Members shall normally be expected to make use of public transport as a first choice of travel.
- 6.3 Whenever possible and reasonable to do so, members should seek to carry passengers, whether other members or council staff, who might otherwise have an entitlement to claim allowances. Alternatively, members should seek to travel as a passenger with another member or officer.
- 6.4 Where the member has used a private motor vehicle in place of public transport the Assistant Director for Corporate Governance and Governance shall be authorised to substitute the cost of public transport for the mileage rate (including taxi fare if appropriate in any claim (or part of a claim) unless the member is able to demonstrate to the satisfaction of the Assistant Director for Corporate Governance that either: -
- (a) the use of a private motor vehicle was cost-effective (for example because passengers were carried);

- (b) the availability and timing of public transport would not have permitted the journey to have been made within a reasonable period of time or would otherwise have prevented the member from meeting other work, personal or council duty commitments;
- (c) the member had a medical condition or disability which necessitated the use of a private motor vehicle; or
- (d) the member had need to convey heavy or bulky luggage or other equipment and that the use of public transport in these circumstances would not be reasonable.

Public transport

- 6.5 Bus, train, tram, ferry etc. fares can be claimed when public transport is used to carry out qualifying duties. For rail travel, second class or any available cheap day fare may be claimed. Members holding rail cards should claim the reduced fare available to them. First class travel is only authorised where a Councillor has a disability and/or special mobility needs.

Travel by taxi

- 6.6 Taxi fares and any reasonable gratuity paid, may be claimed in the following circumstances: -
- (a) in cases of urgency;
 - (b) where no public transport is reasonably available;
 - (c) where luggage or equipment has to be carried (for example to and from a conference hotel or a cross London rail connection);
or
 - (d) where the member has a medical condition or disability which necessitates the use of taxi.
- 6.7 In any other case where is taxi is used, the amount which may be claimed shall be the amount of the fare for travel by appropriate public transport.

Hired motor vehicle

- 6.8 The rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it.

Parking and toll charges

- 6.9 The cost of parking and toll charges may be claimed provided these were necessarily incurred and the public transport rate has not been substituted under the provisions of paragraph 6.2 above.

6.10 Travel outside the United Kingdom

Travelling expenses for journeys outside the United Kingdom will

normally fall to be met by the relevant service department and members should ensure that they have the agreement of the Senior Head of Service that the costs will be paid/reimbursed. Such expenses will only be paid from the Members' Allowances budget where the duty has been specifically approved by the Council or the Cabinet.

6.11 Travel by air

The rate of travel by air shall not exceed the rate applicable to travel by appropriate alternative means of transport together with an amount equivalent to any saving in the cost of meals or accommodation consequent on travel by air. Where the saving in time is so substantial as to justify payment of the fare for travel by air, there may be paid an amount not exceeding:-

- (a) the ordinary fare or any available cheap fare for travel by regular air service or
- (b) where no such service is available or in case of urgency, the fare actually paid by the member.

Start and finish points for a journey

6.12 The starting and finishing point for any journey made by a member shall normally be the member's home unless the member lives at a distance more than 20 miles from the Town Hall, Grove Road, Eastbourne. If the member starts and/or finishes their journey from a place other than their home the claim shall be in respect of the lesser of the cost of either the journey to/from that other place or to/from their home.

6.13 If a member's home is more than 20 miles from the Town Hall, the amount that may be claimed for a journey shall be the lesser cost of either the journey to/from their home or to/from the Town Hall.

7. Subsistence Allowances

7.1 Subject to paragraphs 9 and 10 below, subsistence allowances shall be paid in accordance with the rates set out in Schedule 3 and in respect of the duties set out in Part B of Schedule 2 to this scheme. Subsistence allowances are a way of reimbursing expenditure which has been necessarily incurred when performing a qualifying duty. No claim may be made for a meal in circumstances where the Council has already paid for a meal as part of a conference, seminar or other pre-booking and the member has chosen to take the meal elsewhere. When the cost of meals and accommodation is met by the Council direct, the accountable spending officer may use the provisions and rates of this Scheme as a guide. Due regard should also be taken of the Council's financial procedure and hospitality spending rules.

Overnight stays and conferences

- 7.2 Where the absence from home requires an overnight stay the amount that may be claimed for bed and breakfast shall be agreed by the Assistant Director for Corporate Governance and shall take account of the location of the accommodation, availability and the needs of the member concerned. Normally the type of accommodation selected should be within the "budget" class whilst offering en-suite facilities with shower.
- 7.3 A higher maximum rate of evening meal subsistence allowance is payable when the meal is taken as part of an overnight stay.

Non-inclusive charges and alcohol

- 7.4 The member is responsible for the costs of any non-inclusive charges (such as gratuities, newspapers, mini-bar, etc.). A member shall not claim in respect of the cost of any alcohol that he/she has incurred.

8. Allowances towards the costs of information technology expenses

- 8.1 All councillors are entitled to receive an allowance to offset their information technology (IT) costs. This is intended to help meet the costs of broadband and printing costs.
- 8.4 Subject to paragraphs 9, 10, 11 and 12 below, for each year an information technology allowance of an amount as specified in Schedule 1 to this Scheme shall be paid to all Councillors.

9. Payments and Claims

- 9.1 Basic, special responsibility and information technology allowances will be paid on the 25th day of the month to which they relate. Claims for travel and subsistence allowances, if submitted by the 9th day of the month together with any necessary supporting receipts, will be paid on the 25th day of that month.
- 9.2 The special responsibility allowances for the Chairmen and members of Licensing Sub-Committees shall be paid monthly in arrears and the Assistant Director for Corporate Governance shall advise the Payroll Manager as to the number of Sub-Committees established and the membership thereof.
- 9.3 Claims for child and dependant care, travelling and subsistence allowances shall be submitted to the Head of Democratic Services within two months of the duty for which the allowance has been claimed. Claims received after the expiry of this period will only be paid in exceptional circumstances at the discretion of the Assistant Director for Corporate Governance.
- 9.4 No claim may be made under this Scheme if reimbursement of

expenses has been claimed or made from another public body or person in relation to those expenses.

Receipts and checks

- 9.5 Receipts or other proof that expenditure has been incurred should always be provided in support of any claim. It is the member's responsibility to ensure that they are entitled to receive reimbursement under this Scheme and they should not expect their claim to be checked prior to payment.
- 9.6 The Head of Democratic Services will normally forward all claims received to the Payroll Manager for payment however he may refuse or adjust any claim if, in his opinion, sufficient information has not been given to justify the claim, or it appears to him that the claim is not in accordance with the provisions of paragraphs 5, 6 and 7 above.

Higher amounts in exceptional circumstances

- 9.7 Where the amounts actually paid by a member exceed the allowances limits, the Assistant Director for Corporate Governance may in exceptional circumstances, and, at his discretion, and after consultation with the Chief Finance Officer, approve the payment of a higher amount. Exceptional circumstances could include a situation in which a member would experience financial hardship or where it is evident that the member was unable to avoid the additional expense and that no alternative was available to the member.

Part-year adjustment

- 9.8 If a member becomes or ceases to be eligible for a basic, special responsibility or co-optees allowance during the course of a year the entitlement will be adjusted by reference to the number of days for which entitlement existed relative to the number of days in that year.

10. Annual Adjustment

- 10.1 All allowances in this Scheme, with the exception of travel allowances, shall be updated annually in line with the Retail Prices Index (the annual percentage rate as published for the preceding February) on 1 April each year.
- 10.2 Travel allowances shall be adjusted on the 1 April each year by reference to the approved Inland Revenue rates.
- 10.3 The foregoing adjustments shall be made each year for up to 4 years without the need for a review by the Independent Remuneration Panel.
- 10.4 The Head of Democratic Services shall be authorised to amend

Schedules 1 and 3 to this scheme in accordance with any annual adjustment by reference to the approved index.

11. Forgoing Allowances

11.1 Members who do not wish to receive payment of allowances (either in part or in full) shall notify the Head of Democratic Services in writing. Any entitlement up to and including the day before the election is received will be paid in accordance with the details under paragraph 9 (Payments and Claims) above.

12. Withholding Allowances

12.1 There are no provisions within this scheme that allow for the withholding of any allowance or part thereof from any member to which they are entitled by virtue of their election or appointment.

13. Records

13.1 Records of all payments made under this scheme shall be kept by the Payroll Manager in accordance with the requirements of the 2003 Regulations.

14. Publicity

14.1 This scheme shall be publicised in accordance with the 2003 Regulations. As soon as reasonably practicable after this Scheme has been approved by the Council the Assistant Director for Corporate Governance shall publish a notice in at least one newspaper circulating in the Council's area which states that:

- (a) the Council has adopted a scheme of allowances and the period for which the scheme has effect;
- (b) copies of the scheme are available for inspection their principal office at all reasonable hours;
- (c) the Council's principal address;
- (d) describes the main features of the scheme including the amounts of allowances payable to elected members under the scheme;
- (e) in determining the scheme that the Council had regard to the recommendations of an independent remuneration panel;
- (f) describes the main features of the panel's recommendations including the amounts of allowances the panel has recommended should be payable to their elected members; and
- (g) describes any responsibilities or duties in the scheme which

would merit the payment of special responsibility allowance and travelling and subsistence allowance.

Such a notice shall be published every 12 months even if the scheme has not been amended since the last notice. Members of the public may take copies of the scheme on payment of such reasonable fee as the Head of Local Democracy may determine.

- 15.2 A copy of this Scheme shall be published on the Council's website.
- 15.3 As soon as reasonably practicable after the end of a year to which a scheme relates the Head of Local Democracy shall publish the total sum paid to each member in respect of basic, special responsibility, information technology, travelling and subsistence, co-optees and child care and dependant carers' allowances.
- 15.4 In the event that this Scheme is amended, notice, in accordance with the 2003 Regulations, shall be published in like fashion to that described in paragraph 15.1 above giving details of the particular amendments made to the Scheme.

16. Review of Scheme

- 16.1 The Council may request that this scheme be reviewed at any time. The scheme shall be reviewed not less than four years after the date first made in any event. The review shall be conducted by an Independent Remuneration Panel in accordance with the 2003 Regulations.

The following budgets do not form part of the Allowances Scheme and are included here for information only.

Mayor's Hospitality Budget

A Civic Dignitaries Allowance is not paid by the Borough Council to its Mayor and Deputy Mayor. Instead, a hospitality budget is held by the Assistant Director for Corporate Governance.. It is to be used solely for the purpose of offsetting the cost of refreshments, gifts, etc. associated with civic receptions and visits by dignitaries. Payment of such costs will be managed and authorised by the Assistant Director for Corporate Governanc .in consultation with the Mayor.*

(payable under S.3(5) and S.5(4) of the Local Government Act 1972)*

Corporate Hospitality Budget

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This budget is held by the Assistant Director for Corporate and is used solely for the purpose of meeting the costs of refreshments and other hospitality costs associated with receptions, visits and meeting hosted by the Leader or other Cabinet members authorised by the Leader in furtherance of approved Council objectives and plans. Payment of such costs will be managed and authorised by the Assistant Director for Corporate Governance in consultation with the Leader.

Schedule 1

**AMOUNTS OF BASIC, SPECIAL RESPONSIBILITY, CO-OPTTEES,
CHILD CARE AND DEPENDANT CARERS' ALLOWANCES**

(Applicable for the period 1 April 2019 until 31 March 2020)

Basic allowance (payable to all 27 Councillors):- **£2,808**
(total (full year) amount **£75,816**)

Special responsibility allowances:-

	£	No	Full Year Total £
Mayor	2,808	1	2,808
Deputy Mayor	1,404	1	1,404
Leader of the Council	4,212	1	4,212
Deputy Leader of the Council	2,808	1	2,808
Other Cabinet Member	2,808	5	14,040
Chairman of Planning Committee	2,106	1	2,106
Member of Planning Committee	1,404	7	9,828
Reserve Member of Planning Committee	702	4	2,808
Chairman of Licensing Committees	1,404	1	1,404
Chairman of Scrutiny Committee	1,404	1	1,404
Leader of the Largest Opposition Group	2,106	1	2,106
Deputy Leader of the Largest Opposition Group	1,404	1	1,404
Total:		25	46,332

Chairman of a Licensing Sub-Committee	93	*	*
Ordinary Member of a Licensing Sub-Committee	62	*	*

** The number and total amount will be dependant on the number of Sub-Committees that are established in the course of the year. See paragraph 3.4 of the Scheme for special rules relating to the payment of these allowances. This allowance is not payable to the Chairman of the Licensing Committees.*

Co-optees allowances:-

None.

Child care and dependant carers' allowances:-

Up to £8.80 per hour (basic care rate) and up to £13.18 per hour (specialist care rate)

Information technology allowance:-

£429 per annum.

Schedule 2

A. DUTIES QUALIFYING FOR CHILD CARE AND DEPENDANT CARERS ALLOWANCES

1. Any duty approved by the Council.
2. Any duty for the purpose of or in connection with the discharge of the functions of the Cabinet.
3. Attendance at meetings of the full Council, Cabinet, committees of the Council, sub-committees and other formal and informal bodies (including panels, task groups, fora, review teams and project management boards) as provided for in Section B of Part 3 of the Council's Constitution.
4. Attendance at meetings of the bodies, or any committee or sub-committee meeting of those bodies, listed in Part 7 of the Council's Constitution (list of representatives on outside and other bodies).
5. Attendance at a meeting of a local authority association of which the Council is a member or of a meeting or event organised by that association to which the member representative is entitled to attend.
6. Attendance at the opening of tenders.
7. Attendance at training sessions organised by or on behalf of the Council as part of the Members' Training Programme provided that members of more than one political party have been invited to attend.
8. Attendance at a conference or seminar convened by an organisation other than the Borough Council providing attendance has been authorised in advance by the Council, Cabinet, committee, sub-committee or panel. Where, by reason of urgency, it is not possible to obtain prior authorisation, the Assistant Director for Corporate Governance, after consultation with the Group Leaders, may authorise attendance subject to the availability of funding.
9. Interviews or fact finding being undertaken as a member of a task group established by the Scrutiny Committee or as part of an agreed programme and in accordance with the scrutiny procedure rules.
10. Interviews or fact finding being undertaken as a member of a task group, review team or project board established by the Cabinet or as part of an agreed programme.

11. Visits to sites, establishments or exhibitions where the Council, Cabinet, committee, sub-committee or panel resolves in advance that a visit is necessary to enable a decision to be made on a current issue. Where, by reason of urgency, it is not possible to obtain prior authorisation, the Assistant Director for Corporate Governance., after consultation with the Group Leaders, may authorise attendance subject to the availability of funding.
12. Meetings with officers, convened by the officer(s), to discuss a matter relating to a Borough Council service or in which the Borough Council has an interest as part of its community leadership role.
13. The following members may claim travel for consultations with persons or organisations outside the Borough Council and any other duty for or on behalf of the Borough Council: -
 - Mayor and Deputy Mayor
 - Chairman and Deputy Chairman of a committee, sub-committee or panel or members of the Cabinet or a substitute nominated by them
 - Nominated committee or sub-committee spokespersons of minority parties or members of the Shadow Cabinet or a substitute nominated by them

B. DUTIES QUALIFYING FOR TRAVELLING AND SUBSISTENCE ALLOWANCES

Travelling and subsistence allowances may be claimed for any of the duties listed above in Part A of this Schedule (Duties Qualifying for Child Care and Dependant Carers' Allowances) which take place **outside** the Borough of the Eastbourne.

Schedule 3

AMOUNTS OF TRAVEL AND SUBSISTENCE ALLOWANCES

(Applicable for the period 1 April 2019 until 31 March 2020)

NOTE: Travel and subsistence allowances are only payable in respect of qualifying duties undertaken outside the Borough.

TRAVEL:

by private motor vehicle

car	45p	per mile
supplement for passengers	5p	per mile for each passenger up to 4 in total who are either Eastbourne Borough Council members or employees
by motorcycle	24p	per mile

by bicycle 20p per mile

DAY SUBSISTENCE:

Meal	Restrictions	An amount not exceeding
Breakfast	4 hours or more away from home, starting before 7.30 am	£7.13
Lunch	4 hours or more away from home, including the period 12 noon to 2 pm	£9.78
Tea	4 hours or more away from home, ending after 6.30 pm	£4.44
Evening meal	Either: 4 hours or more away from home, ending after 8.30 pm; Or: When taken as part of an overnight stay	£17.80 £41.52

OVERNIGHT SUBSISTENCE:

(for bed and breakfast)

Amount to be agreed by the Assistant Director for Corporate Governance and shall take account of the location of the accommodation, availability and the needs of the member concerned. Normally the type of accommodation selected should be within the "budget" class whilst offering en-suite facilities with shower.

Receipts or other proof that expenditure has been incurred should always be provided in support of any claims.