

**PART 6**

**MEMBERS' ALLOWANCES SCHEME**

**MAY 2022**

*Draft*

## **MEMBERS' ALLOWANCES SCHEME**

### **THIS DOCUMENT FORMS PART OF THE COUNCIL'S CONSTITUTION**

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### **Introduction**

1. This scheme requires approval by Blackburn with Darwen Borough Council in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. This scheme replaces all previous Members' Allowances Schemes and applies to Members of Blackburn with Darwen Borough Council with effect from May 2022.
3. It is a requirement that this scheme be reviewed at least every four years by the Independent Remuneration Panel
4. This scheme should be read in conjunction with the provisions of the Council's Code of Conduct for Members of the Council.
5. The allowances mentioned in this scheme shall:-
  - 5.1 Be implemented from May 2022.
  - 5.2 Be up rated annually in line with the pay award for local authority NJC staff with each annual increase being reported to a Council meeting for information at the earliest opportunity.
  - 5.3 Payments made to Councillors under this Members' Allowance Scheme will be published on the Council's website each year.
6. Any other amendments to this scheme will be determined by the Council following receipt of recommendations from the Independent Remuneration Panel.
7. 7.1 In this scheme "Councillor" means an elected member of Blackburn with Darwen Borough Council. "Year" means the period of the Municipal Year.  
  
7.2 "Co-optee" means a person (other than a Councillor) who is appointed to the membership of a Committee or Sub-Committee of the Council.

## **Part 1 – Allowances for Councillors**

### **1. Basic Allowance**

A basic allowance shall be paid to each Councillor for each year to enable them to cover the costs associated with their role as an Elected Member of Blackburn with Darwen Borough Council.

### **2. Special Responsibility Allowances**

Special Responsibility Allowance (SRA) shall be paid to those Councillors who have been appointed or recognised by the Council or have been notified to the Chief Executive by their Group as holding the special responsibilities in relation to the Authority that are specified in Appendix 1 to this scheme.

**Note that only one SRA shall be paid (the highest amount), where applicable, irrespective of the number of responsibilities held.**

### **3. Attendance Allowance**

No Attendance Allowance shall be payable under this scheme either for Council duties or in respect of Council appointments to Outside Bodies.

### **4. Renunciation**

A Councillor may, by notice in writing given to the Chief Executive, elect to forego any part of his or her entitlement to an allowance under this scheme. On giving such notice, the lower amount will then become payable to that Councillor until such notice is rescinded.

### **5. Part Year Entitlements**

In accordance with the requirements of the regulations, pro rata payments of Basic Allowance or Special Responsibility Allowance shall be payable to eligible Councillors in any of the following circumstances:

5.1 If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance.

5.2 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year.

### **6. Suspension of Allowances**

Where a Councillor is suspended wholly or partially from his or her duties, the allowances payable to that Councillor (including Basic, Special Responsibility, Travel, Subsistence and Dependent Carers/Childcare Allowance) will also be suspended in whole or in part.

### **7. Payment**

Payment of Basic and Special Responsibility Allowances shall be made in equal instalments on a monthly basis directly to a bank account under the Bankers Automated Clearing System.

**8. Travel and Subsistence Allowances**

Travel and Subsistence Allowances may be claimed by Councillors in accordance with Appendix 2 to this scheme.

[Note – subsistence expenses can only be claimed for approved duties outside of the authorities boundaries].

**9. Dependents Carer's and Childcare Allowance**

Councillors are eligible to claim Dependents Carer's and Childcare Allowances for approved duties as set out in Appendix 2. The sum of £10 per hour for Dependent Carers and £5 per hour for Childcare will be payable.

[This will not be payable where the care is provided by any other member of the Councillor's household.]

**10. Digital Councillor Package**

Councillors will be provided with appropriate IT equipment including:

Tablet refreshed in line with Council's policy to cover equipment needs and meet with the Council's data protection, information governance and security standards. This equipment is provided to facilitate digital engagement and communication and support the Councillors active participation in Council and related Council meetings. All Council meetings will utilise digital media.

A smartphone (with secure email) will be provided to Executive and Shadow Board Members and the option of a mobile phone handset for all other members.

As an alternative a member can utilise their own Tablet device and the Council will load secure e-mail and other Council related software (e.g. Modern.gov to facilitate Council meetings and other digital information exchanges).

A monthly cap of £25 on mobile phone bills will be applied in relation to Executive Members\*, and £15 for all Non-Executive Members. Any costs in excess of the set limits will be claimed back from the following month's basic allowance payment. As an alternative, a payment of £14 per month will be made for those Members choosing to use their own mobile phones.

*[\* Executive Members – exceptional circumstances (approved in advance) may allow the monthly limit for calls and data usage costs being exceeded such as occasions when Executive Members are abroad and have requirements related to their roles for international calls and higher than usual data usage costs.]*

## **Part 2 – Allowances for Co-optees**

### **Travel and Subsistence Allowances**

Travel and Subsistence Allowances may be claimed by all co-optees of Council Committees and Sub Committees in accordance with the provisions detailed in Appendix 2.

## **Part 3 – Travel Allowances**

1. These provisions apply to Councillors and co-optees on Council Committees and Sub Committees and members of the Independent Remuneration Panel. Travel allowances are only paid on journeys exclusively for the conduct of Council business.

Travelling allowances can be claimed in respect of each occasion on which one of the persons described above carries out a duty as described in Appendix 2 to this scheme.

### **2. Car Mileage**

2.1 Claims are subject to the claimant having the appropriate insurance (business use) for their car.

2.2 Mileage rates claimable at **xxxxx** per mile.

2.3 This rate is the Inland Revenue approved rate at April **xxxx**. Should the rate change the allowance will be adjusted accordingly.

2.4 When claiming mileage the distance claimed for mileage should be the shortest most reasonable journey by road from the point of departure to the point of which the duty is performed and similarly from the duty point to the place of return.

2.5 Where Members are travelling from work for Council meetings/Council business they should only claim the mileage that they have undertaken over and above their normal journey from their place of residence to and from work. This is in accordance with Inland Revenue guidance.

2.6 Any claims for expenses should be made in accordance with paragraph 10.

### **3. Travel by Bus**

The actual cost of bus travel will be reimbursed and councillors who regularly use bus services may claim reimbursement of the cost of a Rover season ticket. This includes the purchase of an annual Rover pass. A personal contribution will be expected where some personal use of the pass is undertaken.

### **4. Travel by Taxi**

The actual cost of fare will be reimbursed. Receipts should be provided for taxi journeys.

### **5. Travel by Rail**

The actual cost of rail travel will be paid.

#### **6. Travel by Bicycle/Motorbike**

- a. A rate of **xxx** per mile will be made for the use of bicycle and a rate of **xxx** per mile for the use of motorbikes.
- b. These rates are the Inland Revenue approved rate at April **xxx**. Should the rate change the allowance will be adjusted accordingly.

#### **7. Using a Wheelchair**

A payment of £200 per year will be made to assist motorised wheelchair users. This provision will be reviewed in the light of experience and the needs of individual users.

#### **8. Longer Journeys**

When travelling longer distances e.g. to attend a conference or seminar, Democratic Services staff can make arrangements for rail tickets or other forms of transport booking which avoids members bearing the cost of fares until reimbursement is received.

#### **9. Car parking**

A car park pass will be issued for the Brown Street Car Park. Executive Board Members will be issued with a pass for the Mall Multi-Storey car park. These passes are strictly for use by Councillors only and to be used whilst on Council business only.

Other parking charges will only be reimbursed whilst incurred in respect of approved duties (as defined in Appendix 2) outside the borough.

#### **10. Making Claims**

Any claims for travelling expenses should be submitted digitally through the Council's I-Trent system and contain all the information required including details of journey and specific duties or activities undertaken. These should be in line with the approved duties listed in Appendix 2.

Failure to provide the required level of information will unavoidably result in delays to the processing of claims and may result in claims being rejected.

### **Part 4 – Subsistence Allowances**

4.1 Members may claim subsistence allowances in respect of approved duties undertaken outside the authority's boundaries (as set out in Appendix 2) where meals and accommodation are not otherwise provided and they have actually incurred the expenses claimed. Receipts must always be obtained and submitted with claims.

4.2 The meal allowances rates are as follows: **(To be updated as appropriate)**

- Breakfast Allowance £ 5.00
- Lunch Allowance (5 hour rate) £ 5.00
- Dinner (10 hour rate) £10.00
- Late evening meal rate £15.00

4.3 Overnight accommodation must be booked through Governance Services or other Departments (as appropriate) as this will avoid the need for Members to pay directly for accommodation and enable the Council to take advantage of any preferential rates.

- Inner London - £180 per night **(To be updated as appropriate)**
- Outside Inner London and the rest of the UK - £120 per night **(To be updated as appropriate)**

4.4 Meals which are not provided as part of the accommodation fee or any meals not provided by the Conference, meeting or event being attended may be claimed for at the rates detailed above in paragraph 4.2.

4.5 All claims are to be submitted digitally through the Council's I-Trent system.

## APPENDIX ONE

### SCHEDULE OF MEMBERS' ALLOWANCES (rates last reviewed 2020/21)

Responsibility	2020/2021	2021/22 (Pay Award tbc)	2022/2023 Pay Award tbc)	No.
<b>Basic allowance</b>	£7,336.00	£7,336.00	£7,336.00	51
<b>Special Responsibility Allowances</b>	<b>2020/2021</b>	<b>2021/22</b>	<b>2022/2023</b>	<b>No.</b>
<b>Leader of the Council</b>	£20,961.00	£20,961.00	£20,961.00	1
<b>Deputy Leaders (including Executive Member portfolio allowance)</b>	£12,577.00	£12,577.00	£12,577.00	2
<b>Other Executive Board Members (with portfolios)</b>	£7,336.00	£7,336.00	£7,336.00	5
<b>Assistant Executive Members</b>	£3,144.00	£3,144.00	£3,144.00	15
<b>Chair of Policy &amp; Corporate Resources Committee</b>	£4,087.00	£4,087.00	£4,087.00	1
<b>Vice Chair of Policy &amp; Corporate Resources Committee</b>	£1,572.00	£1,572.00	£1,572.00	1
<b>Scrutiny Committee Chairs</b>	£3,144.00	£3,144.00	£3,144.00	2
<b>Chair of Planning &amp; Highways Committee</b>	£5,135.00	£5,135.00	£5,135.00	1
<b>Vice Chair of Planning &amp; Highways Committee</b>	£1,886.00	£1,886.00	£1,886.00	1
<b>Chair of Licensing Committee</b>	£4,926.00	£4,926.00	£4,926.00	1
<b>Vice-Chair of Licensing Committee</b>	£1,782.00	£1,782.00	£1,782.00	1
<b>Chair of Standards Committee</b>	£1,572.00	£1,572.00	£1,572.00	1
<b>Vice- Chair of Standards Committee</b>	N/A	N/A	£786.00	1
<b>Chair of Audit and Governance Committee</b>	N/A	N/A	£1,572.00	1*
<b>Vice Chair of Audit and Governance Committee</b>	N/A	N/A	£786.00	1*
<b>Main Opposition Leader</b>	£7,336.00	£7,336.00	£7,336.00	1
<b>Main Opposition Deputy Leaders</b> (if 20% or more seats (i.e. 10 or more))	£2,096.00	£2,096.00	£2,096.00	1
<b>Opposition Spokespersons (Shadow Cabinet)</b> (The Shadow Cabinet shall include the Opposition Spokesperson for Planning & Highways Committee and Licensing Committee)	£1,572.00	£1,572.00	£1,572.00	7**
<b>Minor Opposition Leader</b> (Subject to 10% or more seats (i.e. 5 or more))	£2,096.00	£2,096.00	£2,096.00	1
<b>Appeals Panel Members</b>	£52.00	£52.00	£52.00	£52.00
<b>Mayoral Allowance</b>	£12,577.00	£12,577.00	£12,577.00	1
<b>Deputy Mayor</b>	£4,192.00	£4,192.00	£4,192.00	1



Notes:

- 1/ 2020/2021 NJC pay ward of 2.75% applied in accordance with paragraph 5.2 of this Scheme.
- 2/ \*Only payable if not receiving other SRA payment.
- 3/ \*\* The number shall be reduced to 6 where SRA is made to an Opposition Deputy Leader.

## APPENDIX TWO

### Schedule of Approved Duties for the purpose of travel, subsistence claims (where incurred outside the authority's boundaries) and dependent carer's and childcare allowances

<b>For Members of the Council</b>
Council Forum and other meetings of Full Council.
Executive Board meetings either as a Member or an observer.
Meetings of any Committee or Sub Committee of the Council either as a member or an observer including any formal briefing meetings.
Attendance at: <ul style="list-style-type: none"> <li>• Senior Policy Teams</li> <li>• Partnership Political Leadership Group</li> <li>• Policy Development Sessions</li> <li>• Scheduled meetings with Directors to discuss Council business</li> <li>• Scheduled meetings with Portfolio holders to discuss matters relevant to their portfolio</li> <li>• Shadow Executive Board meetings</li> <li>• Other Political Group meetings convened solely to discuss Council business</li> </ul>
Attendance by an Executive Member at Council premises for the purposes of making a decision under delegated powers.
All other Council meetings and any other meeting scheduled on the Council's formal calendar of meetings, including formal briefing meetings.
Attendance at any meeting (other than one specifically mentioned in this schedule) the holding of which has been authorised by Full Council, or a Committee or Sub Committee of the Council or a joint Committee of which the Authority is a Member. Members of more than one political group must have been invited to such a meeting.
Meetings of partnership bodies like Blackburn with Darwen Strategic Partnership and meetings of any other external body to which a Councillor has been formally appointed by the Council.*
<small>*where an outside body has its own scheme for the payment of allowances, Councillors should claim travel and subsistence expenses from that body and not from the Council</small>
Opening of tenders where a member is required to be present
Conferences and Seminars (including training events organised by the Council) where attendance is authorised by the Council).
Site and premises visits relating to Council business.
Pre-arranged consultation meetings with officers of the Council.
Visits to inspect Council premises e.g. Regulation 33 visits to Children's Homes
Ward surgeries and ward visits to undertake Council business.
Parish Council meetings, Community Association meetings where Members have been invited to attend regarding Council business.
Attendance at any meeting or event as a representative of the Council where that attendance has been approved in advance by the Chief Executive.
Visits to the Town Hall to undertake essential correspondence, paperwork etc. in relation to the conduct of Council business.
<b>For Co-opted Members on Council Committees and Sub-Committees</b>
Attendance at any meeting of a Committee or Sub Committee of which the claimant is an appointed member
Any arranged visit in connection with the business of a Committee or Sub Committee including conferences, seminars, training events, tours of inspection, site visits.