

PART 6

MEMBERS' ALLOWANCES SCHEME

SECTION 1 - NWLDC MEMBERS' ALLOWANCES SCHEME

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

The North West Leicestershire District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme (a full copy can be made available on request):

1. Citation

This scheme may be cited as the North West Leicestershire District Council Members' Allowances Scheme. A full copy can be made available on request.

2. Interpretation

In this scheme

"Councillor" means a member of the North West Leicestershire District Council who is a councillor.

"Year" means the 12 months ending with 31 March.

3. Basic Allowance

Subject to paragraphs 6 and 7, for each year a basic allowance of £3,780.03 shall be paid to each councillor.

4. Special Responsibility Allowances

- (i) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this scheme.
- (ii) Subject to paragraphs 6 and 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

5. Renunciation

A councillor may by notice in writing given to the Head of Legal and Support Services, elect to forego any part of his/her entitlement to an allowance under this scheme.

6. Part-year Entitlements

- (i) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or 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.

- (ii) 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, then in relation to each of the periods:
 - (a) Beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
 - (b) Beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year,

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (iii) 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 a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her term of office subsists bears to the number of days in that year.
- (iv) Where this scheme is amended as mentioned in sub paragraph (ii), and the term of office of a councillor does not subsist throughout the period mentioned in sub paragraph (ii)(a), the entitlement of any such councillor to a basic allowance referable to each such period (ascertained in accordance with that sub paragraph) as bears to the whole the same proportion as the number of days during which his/her term of office as a councillor subsists bears to the number of days in that period.
- (v) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him/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/she has such special responsibilities bears to the number of days in that year.
- (vi) Where this scheme is amended as mentioned in sub paragraph (ii), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub paragraph (ii)(a) of that paragraph any such special responsibilities as entitle him/her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub paragraph) as bears to the whole the same proportion as the number of days

in that period during which he/she has such special responsibilities bears to the number of days in that period.+

7. Co-optees Allowance

An annual co-optees allowance will be paid to the independent members of the Audit and Governance Committee and the Independent Remuneration Panel.

8. Payments shall be made

- (i) In respect of basic allowances and special responsibility allowance, subject to sub paragraph (ii), in instalments of one twelfth of the amount specified in this scheme on the 25th day of each month.
- (ii) Where a payment of one twelfth 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 than the amount to which, by virtue of paragraph 7, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he/she is entitled.

9. Annual Review of the Level of Allowances

All allowances will be increased annually on 1 April by the same percentage as the National Joint Council staff pay award (scp 28).

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

	Multiple	SRA
		2015/16 £
Chairman of the Council	1	3,780.03
Deputy Chairman of the Council	1/8 (12.5%)	472.50
Leader	4	15,120.12
Deputy Leader	2.5	9,450.08
Portfolio Holder	1.5	5,670.05
Opposition Leader (*)	1	3,780.03
Chairman (Policy Development Group)	1.3	4,914.04
Chairman (Planning Committee)	1.3	4,914.04
Chairman (Licensing Committee)	1.3	4,914.04
Chairman (Audit & Governance Committee)	1.3	4,914.04

* An opposition group must consist of at least 5 members to qualify for the Special Responsibility Allowance.

Normally only one special responsibility allowance will be paid per councillor, being the highest of the allowances available to him/her. However, where the Council requires a member to undertake additional duties that attract a Special Responsibility Allowance the member will receive 100% of the higher allowance and 50% of the other allowance.

SCHEDULE 2

APPROVED DUTIES

The following are specified as approved duties for the payment of travelling and subsistence allowances.

- (a) Any meeting (not being a meeting of a board, sub-group or working party of this Council or a planning site visit) the holding of which is authorised by the Council or any of its boards, provided that it is a meeting to which members of at least two political groups on the Council have been invited.
- (b) A meeting of any other body to which the Council makes appointments or nominations, or of any group or sub group of such a body.
- (c) A meeting of any association of authorities of which the Council is a member.
- (d) Carrying out by a member of the Council any duty in connection with the discharge of any function of the Authority conferred by or under any enactment and empowering or requiring the Authority to inspect or authorise the inspection of premises.
- (e) As an appointed representative of the Council at any visit to obtain any advice or information as a consequence of a report to, or decision of, any council, board, group, sub group, working party, etc.
- (f) Attendance at training courses funded by the District Council.

Note: The bodies covered by paragraph (b) are those listed as "Outside Bodies" in the minutes of the Annual Meeting of the Council each year, together with any meetings of outside bodies specified by the Council or a board from time to time. Any other meetings authorised by the Council involving members of more than one political party automatically become "Approved duties" under (a).

SECTION 2 - NWLDC CARERS' ALLOWANCES SCHEME

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Childcare

The scheme to provide for the reimbursement of expenditure incurred by members in providing childcare arrangements to facilitate their attendance at approved duties of the Council in accordance with the following requirements:

That payment is made to someone other than a close relation.

That payments for the care of under 8s are restricted to payments to registered childminders and other statutory approved childcare providers.

That payments be restricted to the care of children up to their 14th birthday who normally reside with the member.

That no payments be made in respect of the care of children of compulsory school age during school hours.

Care of Dependants

The reimbursement of expenditure on professional care for an elderly, sick or disabled dependent relative normally residing with the member and requiring constant care subject to payments being restricted to agencies or persons qualified to provide the care other than close relations.

General Conditions

The following conditions will apply to both types of allowance:

That payments are made on the basis of the reimbursement of actual expenditure incurred up to a maximum of an hourly rate of £7.43 per hour for each hour of absence from home and are subject to the production of satisfactory receipts by the member. This hourly rate will be increased annually on 1 April by the same percentage as the National Joint Council staff pay award (SCP 28).

That members self-certify claims confirming that they have incurred expenditure in accordance with the scheme.

That qualifying meetings be restricted to those regarded as approved duties in the Council's scheme.