

Part 6

Scheme of Members' Allowances

Ipswich Borough Council

Scheme of Members' Allowances

The Ipswich Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) hereby makes the following scheme:

1. This scheme may be cited as the Ipswich Borough Council Members' Allowances Scheme and shall have effect from 1 October 2016 until the scheme is amended or a new scheme is adopted.

2. In this Scheme,

'Councillor' means a member of the Ipswich Borough Council who is a Councillor.

'Year' means a period beginning 1 April and ending on 31 March.

3. **Basic Allowance**

Every Councillor will be paid a basic allowance of £4,007 per year (commencing from 1 October 2016) – for details of indexation, see section 13.

If a Councillor is a councillor during only part of a year they will receive a proportionate part of the basic allowance.

4. **Special Responsibility Allowances**

For each year a Councillor who holds a position that is listed below is entitled to the appropriate special responsibility allowance.

If a Councillor holds a position for only part of a year they will receive a proportionate part of the basic allowance.

	Amount of SRA
	£
Leader - (Basic Allowance x 2.8)	11,219
Deputy Leader – (70% Basic Allowance x 2.8)	7,853
Executive with portfolio – (Basic Allowance x 1.86)	7,453
Executive without portfolio – (Basic Allowance x 0.93)	3,726
Chair of Council (The Mayor) – (Basic Allowance x 0.93)	3,726
Chairs of Committees – (Basic Allowance x 0.93)	3,726
Leader of largest opposition group – (Basic Allowance x 0.93)	3,726
Leader of other opposition group – (Basic Allowance x 0.46)	1,843

No Councillor is entitled to be paid more than one Special Responsibility Allowance from the Council at any one time.

5. **Dependant Carer's Allowance**

A Child Care and Dependant Carer's Allowance shall be payable for money necessarily expended on care of children or other dependants. The amount payable will be the reimbursement of actual receipted costs of up to £10.00 per hour for childcare and up to £25.00 per hour for the cost of nursing care for dependants.

This allowance should be payable for care necessarily arranged for all Council duties listed in the Appendix.

6. **Travelling & Subsistence Allowances**

a) **Travelling Allowances**

The following mileage rates will apply:

Use of car – 45p per mile

Use of motorbike – 24p per mile

Use of moped – 24p per mile

Use of bicycle – 20p per mile

Passenger within motor vehicle – 5p per mile

Public Transport - The rate for travel will not exceed the amount of an ordinary fare or any available cheap fare. Where more than one class of fare is available the rate will be determined as follows: -

All other forms of public transport (except travel by ship) - 2nd class fare unless 1st class travel has been specifically approved.

N.B. Taxi fares will only be reimbursed if travel by cab is required due to the urgency of the approved business or if public transport is not reasonably available.

Other costs which may be reimbursed:

Toll fees, ferry, garaging and parking charges - actual fees paid.

Hired Vehicles - Reimbursement of reasonable expenditure actually incurred.

b) **Subsistence Allowances**

For absences not involving an overnight stay from the usual place of residence:

Evening meal allowance (more than 4 hours away from the normal place of residence or where the authority permits, a lesser period, ending after 7pm) – reimbursement of actual receipted costs. Up to £25.00
N.B. Authorisation can be obtained for the approval of the reimbursement of evening meal costs over £25.00 under exceptional circumstances.

Out of pocket expenses (residential training courses):

If an overnight stay is required, a Councillor can claim the actual reasonable cost of any accommodation and/or breakfast. Any overnight stays will be booked by the Council.

N.B. Authorisation can be obtained for the approval of the reimbursement of the actual reasonable costs of overnight stays not booked by the Council when there are exceptional circumstances.

7. Claims for Payment of Travel and Subsistence

Completed Travel and Subsistence claim forms should be sent to Committee Services, 4th Floor East, Grafton House, to arrive by the **28th day of each month**. Payment will be made on the 21st day of the following month, direct into a nominated bank or building society account.

Payments on account for expenses and/or allowances can be made in appropriate circumstances. Please contact the Group Manager Accounting Services on 433740.

8. Suspension of Allowances

Where a Councillor is suspended, or partially suspended, from his/her responsibilities or duties as a councillor in accordance with Part III of the Local Government Act 2000, part of any allowance payable to him/her under this scheme during the period of suspension or partial suspension will be withheld (or reclaimed if it has been paid).

9. Renunciation

A Councillor may, by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this Scheme.

10. Overpayment

If a Councillor is paid any allowance under this scheme with respect to any period and it subsequently becomes apparent that the Councillor was not entitled to that payment for that period for any reason then the Council may recover the overpayment from that Councillor.

11. Co-optees

Anyone who is a co-opted member of the Council or a Committee (for example, an Independent Member of the Audit & Governance Committee) will receive travel and subsistence allowances in accordance with those allowances available to Councillors. Co-opted members can receive an allowance of £30 - £50 per meeting. The exact amount will be agreed by the Council or Committee at the time that a member is co-opted.

The Independent Member of the Audit & Governance Committee will receive an allowance of £300 per annum and £50 per meeting.

12. Membership of more than one Authority

Where a Councillor is also a member of another authority, that Councillor shall ensure that he/she does not receive allowances from more than one authority in respect of the same duties.

13. Indexation

The Basic Allowance will be increased in line with Local Government Officer Pay Awards until the next review of the Scheme of Members' Allowances.

Appendix

Duties for which the Council will pay carers allowance and travel and subsistence:

- Attendance at meetings of the Council, Executive and Committees.
- Attending a meeting of any other body to which the Council makes appointments or nominations, or of any committee or sub-committee of such a body;
- Attending any other meeting authorised by the Council, or a Committee or sub-committee if it is a meeting to which members of at least two political groups have been invited;
- Attendance at a meeting of any association of authorities of which the authority is a member;
- 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 authority to inspect or authorise the inspection of premises;
- 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.