

GUILDFORD BOROUGH COUNCIL

COUNCILLORS' ALLOWANCES SCHEME

This Scheme of Councillors' Allowances was approved by the full Council on 3 December 2019 and is made in accordance with the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.

1. The Guildford Borough Council Scheme of Councillors' Allowances shall come into effect on 1 April 2020.

Interpretation

2. In this scheme:

- "councillor" means an elected member of Guildford Borough Council who is a councillor.
- 'member' means any person who is either a councillor or a co-opted member.
- "co-opted member" means any person who is not a councillor but who has been appointed by the Council to sit on a committee or sub-committee of the Council whether as a voting or non-voting member.
- "year" means the 12 months ending on 31 March in any year.

Basic Allowance

3. Subject to paragraph 8, a basic allowance comprising £7,405 per annum shall be paid to each councillor.

Special Responsibility Allowance

4. Subject to paragraphs 5 and 6, a special responsibility allowance shall be paid to those councillors who hold a position of special responsibility as specified in Schedule 1.
5. The amount of each such allowance shall be the amount specified against the respective special responsibility in Schedule 1.
6. Any special responsibility allowance payable under paragraphs 4 and 5 shall be in addition to the basic allowance payable under paragraph 3 above.
7. The maximum number of recipients of SRAs at any one time shall not exceed 50% of Council Members (24 Members).

Part-Year Entitlement

8. If, in the course of the year, this scheme is amended or a councillor's entitlement changes, the relevant basic and/or special responsibility allowance shall be calculated and paid pro-rata during the particular month in which the amendment to the scheme or change to entitlement occurs.

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Dependants' Carers' Allowance

9. Dependants' Carers' Allowance shall be paid to those councillors who necessarily incur expense in arranging for the care of their children or other dependants to enable them to undertake any of the activities specified in Schedule 2 to this Scheme.
10. The following conditions shall apply:
 - The Dependants' Carers' Allowance shall be based on two rates:
 - Rate one for general care for children aged 15 or under shall be at a rate of £10.58 per hour, with no monthly maximum claim.
 - Rate two shall be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required.
 - the allowance shall be paid as a re-imbusement of incurred expenditure against receipts;
 - the allowance shall not be payable to a member of the claimant's own household

Co-optees' Allowance

11. The Council shall pay a co-optees' allowance of £370 per annum to each co-opted member.

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12. The basic allowance, special responsibility allowances, dependants' carers' allowance, and co-optees' allowance shall be adjusted annually in line with the percentage increase in staff salaries at Guildford Borough Council. The adjustment shall take effect on 1 April in each year until 1 April 2023.

Travel and Subsistence Allowance

13. An allowance shall be paid to any councillor for travelling and subsistence in connection with any of the duties specified in Schedule 2.
14. An allowance shall be paid to a co-opted member of a committee or sub-committee of the Council for travelling and subsistence in connection with any of the duties specified in Schedule 2, provided that their expenses to cover travel and subsistence costs are not also being met by a third party.
15. Councillors or co-opted members:
 - (a) will be reimbursed the cost of second class or any available cheap rate travel using public transport on production of a valid ticket in respect of any of the duties specified in Schedule 2;
 - (b) are entitled to travel by taxi or private hire vehicle where no public transport is reasonably available or for reasons of health/disability/safety. Reimbursement will be on the basis of the fare. In order to allow reimbursement of such claims, a valid receipt or proof of purchase of ticket for each journey must be submitted; and

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(c) shall be permitted to claim for reimbursement of any reasonable parking charges incurred whilst on any of the duties specified in Schedule 2.

16. A flat rate motor mileage allowance of 45p per mile in respect of cars and 24p per mile in respect of motor cycles shall be payable. A flat rate cycle mileage allowance of 22p per mile shall also be payable.
17. The amounts payable in respect of subsistence shall be the amounts which are for the time being payable to officers of the Council for subsistence undertaken in the course of their duties.

Recovery of Allowances Paid

18. Where payment of any allowance has already been made in respect of any period during which the member concerned:
 - (a) ceases to be a member of the Council, or
 - (b) is in any other way not entitled to receive the allowance in respect of that period,the Council shall require that such part of the allowance as relates to any such period be repaid to the Council.

Claims and Payments

19. Payments shall be made for basic, special responsibility and co-optees' allowances in instalments of one-twelfth of the amounts respectively specified in this scheme, on the 15th day of each month.
20. A claim for travelling and subsistence or dependants' carers' allowance;
 - shall be made on such form as may be provided for that purpose within six months from the date of the performance of the duty for which the claim is made;
 - shall be accompanied, where appropriate, by receipts and/or any relevant evidence of the costs incurred.
 - shall be subject to such validation and accounting procedures as the Joint Chief Executive may from time to time prescribe.
21. Travelling and subsistence and dependants' carers' allowance shall be paid on the 15th day of each month for any claim received not less than 14 days before that date.
22. Where a councillor is also a member of another authority, that councillor may not receive allowances from more than one authority in respect of the same duties.

Records of Allowances and Publications

23. The Council shall keep a record of payments made by it under this scheme, including the name of the recipients of the payment and the amount and nature of each payment.
24. The record of the payments made by the Council under this scheme shall be available at all reasonable times for inspection by any local government elector at no charge. A copy shall also be supplied to any person who requests it on payment of a reasonable fee.

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- 25.** As soon as reasonably practicable after the end of each financial year, the Council shall make arrangements to publish the total sums paid by it to each recipient for each different allowance.

Renunciation

- 26.** A councillor may at any time and for any period, by notice in writing given to the Democratic Services and Elections Manager, elect to forgo any part of their entitlement to an allowance under this scheme.

Revocation

- 27.** The Scheme of Allowances adopted by the Council on 10 February 2016 is hereby revoked with effect from 1 April 2020.

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Schedule 1

Special Responsibility Allowances

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

Tier	Special Responsibility	Basis of calculation	Amount £
One	Leader of the Council	200% of Basic Allowance	14,810
Two	Deputy Leader of the Council	50% of the Leader’s SRA	7,405
Three	Executive Members (excluding Leader and Deputy Leader) Chairman of Planning Committee Chairman of Overview & Scrutiny Committee Mayor	40% of the Leader’s SRA	5,924
Four	Chairman of Corporate Governance and Standards Committee Chairman of Licensing Committee Chairmen of Executive Advisory Boards Chairman of Guildford Joint Committee* Deputy Mayor	25% of the Leader’s SRA	3,703
Five	Vice-Chairman of Guildford Joint Committee*	10% of the Leader’s SRA	1,481
Six	Designated Licensing Sub-Committee chairmen		280 per meeting chaired
Seven	Political Group Leader’s Allowance	1% of Basic Allowance	74 per group member

*This special responsibility allowance is only payable when a Guildford Borough councillor holds the role

Schedule 2

Dependants’ Carers’ and Travelling and Subsistence Allowances

The duties for which these allowances are payable include:

- (i) attending a meeting:
 - of the Council, the Executive, a committee of the Executive, an Executive Advisory Board, or a committee or sub-committee of the Council including any agenda briefing in connection with any such meeting
 - of some other body (including a committee, sub-committee or working group of such body) to which the Council makes appointments or nominations including any agenda briefing in connection with any such meeting
 - which has **both** been authorised by the Council, a committee, or sub-committee of the Council or a joint committee of the Council and one or more other authorities, or a sub-committee of a joint committee **and** to which representatives of more than one political group have been invited
 - of a local authority association of which the Council is a member
- (ii) formal site visits and other meetings authorised in advance by a committee or sub-committee
- (iii) Attendance at:
 - meetings convened by, or on behalf of, the Joint Chief Executive, a Strategic Director, or an Executive Head of Service
 - training courses, seminars or presentations held for councillors by the Council or approved third parties
 - Overview and Scrutiny work programme meetings
 - Executive Advisory Board work programme meetings
 - a meeting of any task group, working group, or panel of councillors established by the Council, the Executive, a committee, or an Executive Advisory Board
 - any task and finish group established by the Overview and Scrutiny Committee
 - meetings of a local parish council, parish meeting, residents’ association, local amenity group or neighbourhood meetings with police in a local ward councillor capacity
 - councillor ward and constituency activities including attendance at ward surgeries

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Summary of Allowances

Taking account of paragraph 12 of the Scheme of Allowances, the following table provides a summary of the current value of allowances payable to councillors:

Allowance	Amount	Number	Total Per Annum
Basic	£8,348	48	£400,704
Special Responsibility:			
Tier One			
Leader of Council	£16,692	1	£16,692
Tier Two			
Deputy Leader	£8,348	1	£8,348
Tier Three			
Members of the Executive (excluding the Leader and Deputy Leader)	£6,677	8*	£53,416
Chair: Planning	£6,677	1	£6,677
Chair: Overview & Scrutiny	£6,677	1	£6,677
Mayor	£6,677	1	£6,677
Tier Four			
Chair: Corporate Governance & Standards	£4,174	1	£4,174
Chair: Licensing	£4,174	1	£4,174
Chair: Executive Advisory Board	£4,174	2	£8,348
Deputy Mayor	£4,174	1	4,174
Tier Five			
<i>Not applicable</i>			
Tier Six			
Designated Licensing Sub-Committee chairmen	£316 per meeting chaired	7	£3,160**
Tier Seven			
Political Group Leaders	£83.48 per group member	5	£4,007
Co-Optees’ Allowance	£419	6	£2,514
Dependants’ Carers’ Allowance	£11.92 per hour		

* a maximum of ten Executive members (including the Leader and Deputy Leader are permitted by law

** figure based on an average 10 meetings per annum

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Travelling & Subsistence Allowances	
<u>Motor Mileage Allowance</u>	
Cars	45p per mile
Motorcycles	24p per mile
Cycle Mileage Allowance:	22p per mile
<u>Day Subsistence Allowance:</u>	
Breakfast	£6.88
Lunch	£9.50
Tea	£3.76
Evening Meal	£11.76
<u>Overnight Subsistence Allowance:</u>	
London	£102
Elsewhere	£89