



Cheshire West  
and Chester

**MEMBERS' ALLOWANCES SCHEME**  
**2023 - 2027**

Approved version taking effect from 9 May 2023

**CHESHIRE WEST AND CHESTER MEMBERS' ALLOWANCES SCHEME  
2023 - 2027**

**Basic Allowance**

**£14,453**

**Special Responsibility Allowances\***

	<b>SRA's £</b>
<b>Council Appointments</b>	
Council Leader	33,194
Deputy Leader	24,895
Cabinet Member/Portfolio Holder (x9)	14,453
Chairman of Council	7,054
Planning Committee Chairman	9,508
Licensing Committee Chairman	8,367
Audit and Governance Committee Chairman	8,177
Staffing Committee Chairman	6,366
Appeals Committee Chairman	6,366
Cheshire West Overview and Scrutiny Committee Chairman	9,318
People Overview and Scrutiny Committee Chairman	8,748
Places Overview and Scrutiny Committee Chairman	8,748
Health Overview and Scrutiny Committee	8,748
Community Governance Committee	6,366
Health and Wellbeing Board	3,653
Adoption/Fostering Panel Representative	6,366
Leaders' Champions (x3)	3,000
Member Champion – Armed Forces	1,020
<b>Group Appointments</b>	
Main Opposition Group Leader	9,508
Main Opposition Group Deputy Leader	7,054
Other Group Leader (subject to a minimum of 5 members)	4,356
Majority Party Group Whip	6,600
Majority Party Assistant Group Whip	3,300
Main Opposition Party Group Whip (subject to a minimum of 30% of membership)	4,300
Main Opposition Party Assistant Group Whip (subject to a minimum of 30% of membership)	2,150
Co-opted members and Independent Person on Standards issues etc (allowance per meeting plus expenses)	30.00

Subject to no Member claiming more than one SRA irrespective of the number of positions held.

**Civic Allowances**

These Allowances are not recommended by the Independent Remuneration Panel as those are above, but are set by the Charter Trustees or Council as required.

# TRAVELLING, SUBSISTENCE AND OTHER ALLOWANCES/REIMBURSEMENTS

## 1. Dependants' Carers' Allowance

A Member who has to pay for a carer to look after dependants to enable them to attend approved duties may claim Dependants' Carer's Allowance (DCA). The hourly rates are set as follows:

- Babysitting/childminding duties – Cheshire West and Chester Local Living Wage (£9.90 ph – as at November 2022)
- Other dependants - the current Council rate for Adult Social Care

The maximum total amount payable to an individual member each year is set at £5,780 and is subject to production of receipts as per the existing scheme.

The Allowance will not be paid in respect of other family members who cover the Member's caring duties.

In appropriate circumstances, the Director of Corporate Services may authorise additional payments as seems reasonable to members who incur additional expenditure due to specialist care being required for dependants.

This element of the allowances scheme is seen as an important factor in enabling Members to fulfill their duties as well as being able to care for dependents (children and adults in their care).

## 2. Travelling Reimbursement

No mileage limit to apply to individual journey for car, motorcycle or moped allowance on any approved duty.

2.1 Car Rate per Mile – all authorised mileage to be reimbursed at the prevailing HMRC rate, (45 pence per mile as at May 2011).

2.2 Motor cycle or moped allowance

**Motorcycle/ Moped** 24p per mile

**Non motorised** transport e.g. bicycle 20p per mile

Additional rate for each passenger, not exceeding 4, to whom a Travelling Allowance would otherwise be payable: 5p per mile

Expenditure on tolls, ferry or car parking: Actual Amount with receipt

Overnight garaging supplement, where the Member is absent overnight: Actual Amount with receipt

### 3. Subsistence Reimbursements

Breakfast Allowance for a duty of more than 4 hours concluding before 12 noon - £9

Lunch Allowance for a duty of more than 4 hours concluding after 12 noon- £11

Dinner Allowance for a duty of more than 4 hours concluding after 6 p.m. - £17

Dinner Allowance (London and abroad) for a duty of more than 4 hours concluding after 6 p.m. - £36

Overnight outside London: - £120 (to include breakfast)

Overnight in London - £150 (to include breakfast).

The limitations on reimbursement are:

- (i) Absence of more than 4 but less than 8 hours, the cost of 1 main meal.
- (ii) Absence of 8 hours or more but less than 12 hours, the cost of 2 main meals.
- (iii) Absence of 12 hours or more, the cost of 3 main meals.

(Receipts should be submitted with such claims and submitted within three months of instance).

### 4. Members Surgeries

Up to a maximum of £40 for room hire in connection with the conduct of a Member's Surgery, subject to a maximum of twelve such claims per annum and the submission of necessary receipts.

You may, by notice in writing to the Director of Governance, elect to forgo **any part** of the above allowances. You are also quite entitled to claim less than the maximum rates.

## Approved Duties:

**Members may claim travel, subsistence and other allowances for approved duties detailed below:**

- Attendance at meetings (by invitation via responsible officers) of the Council or any of its Cabinet, Committees, Sub-Committees, Panels, Working Groups, Community Forums, Working/Task Groups/Spotlight Scrutiny meetings.
- Attendance at visits of inspection of sites and buildings arranged by any of the bodies listed above
- Attendance at meetings of bodies on which the Council is invited to be represented and Outside Body Meetings to which the Audit and Governance Committee make appointments but excluding School Governing Bodies
- Performing anything as Chairman or Deputy-Chairman of an outside body on which the member is representing the Council
- Authorised briefings for Committees/Panels/Cabinet meetings including all meetings which are called by officers of the Council e.g. Pre Agenda meetings
- Officer briefings for Chairman of Committees and Sub-Committees and Cabinet Members
- Authorised attendance at Conferences/Seminars
- Duties undertaken by a Chairman/Cabinet Member in connection with his/her role
- Courtesy Visits & Civic duties by the Chairman and Deputy-Chairman of the Council  
Service duties and official visits undertaken by the Chairman/Deputy Chairman of Committees and Sub-Committees and by Cabinet Members.

For Members where required by, or nominated to represent the Council in an official capacity to attend at official openings, open days, events, presentations, meetings with VIPs, receptions etc which take place outside the Ward.

- Governors of FE/HE Colleges, Residential Special Schools and Independent Schools
- Attendance at Parish Council Meetings within the Ward
- Member Learning and Development Events
- For Parent Governor Co-opted Members – travel expenses to the Cheshire West Governance Association meetings (CWGA) (Maximum 12 meetings p.a.)