

PART 4 – CODES AND PROTOCOLS

7. Members Allowance Scheme

CHESHIRE WEST AND CHESTER MEMBERS' ALLOWANCES SCHEME 2017-19

Basic Allowance £11,689

Special Responsibility Allowances**

	SRAs
Council Appointments	
Council Leader	29,220
Deputy Leader	14,611
Cabinet Member	12,857
Chair of Council	5,844
Planning Committee Chair	8,766
Licensing Committee Chair	7,596
Audit and Governance Committee Chair	7,596
Staffing Committee Chair	5,844
Appeals Committee Chair	5,844
West Cheshire Overview and Scrutiny Committee Chair	5,844
People Overview and Scrutiny Committee Chair	5,844
Places Overview and Scrutiny Committee Chair	5,844
Adoption/Fostering Panel Representative	3,857
Cabinet Appointments	
<i>Policy Commission Chair</i>	<i>To be reviewed</i>
<i>Local Plan Working Group Chair</i>	<i>To be reviewed</i>
<i>Regeneration Board Chair</i>	<i>To be reviewed</i>
Political Group Appointments	
Main Opposition Group Leader	8,766
Main Opposition Group Deputy Leader	5,844
Other Group Leader (subject to a minimum of 5 members)	3,857
Majority Party Group Whip	5,844
Majority Party Assistant Group Whip	2,338
Main Opposition Party Group Whip (subject to a minimum of 30% of membership)	3,857
Main Opposition Party Assistant Group Whip (subject to a minimum of 30% of membership)	1,752
Member Champion	1,020
Co-opted members and Independent Person on Standards issues etc (allowance per meeting plus expenses)	£25.50

**SRA

Subject to no member claiming more than one SRA irrespective of the number of positions held. SRAs for Chairs of meetings subject to a minimum of 5 meetings per annum being scheduled.

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
- 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 - Minute No.11, 19 May 2011)

2.2 Motor cycle or moped allowance

Motorcycle/ Moped 24p per mile

Non-motorised transport e.g. bicycle 40p per mile

Additional rate for each passenger, not exceeding 4, to whom a Travelling Allowance would otherwise be payable: 1.0p 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 £8.29

Lunch Allowance for a duty of more than 4 hours concluding after 12 noon £10.64

Dinner Allowance for a duty of more than 4 hours concluding after 6 p.m. £16.69

Dinner Allowance (London and abroad) for a duty of more than 4 hours concluding
after 6 p.m. £34.57.

Overnight outside London: £118.60 (to include breakfast)

Overnight in London - £142.31 (to include breakfast).

The limitations on reimbursement are:

- (i) Absence of more than 4 but fewer than 8 hours, the cost of one main meal.
- (ii) Absence of 8 hours or more but fewer than 12 hours, the cost of two main meals.
- (iii) Absence of 12 hours or more, the cost of three main meals (receipts should be submitted with such claims)

4. Members Surgeries

Up to a maximum of £32 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 and task groups.
- 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
- The doing of anything as Chair or Deputy-Chair 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 Chair of Committees and Sub-Committees and Cabinet Members
- Authorised attendance at Conferences/Seminars
- Duties undertaken by a Chair/Cabinet Member in connection with their role
- Courtesy Visits
- Civic duties by the Chair and Deputy-Chair of the Council
- Service duties and official visits undertaken by the Chairs/Deputy Chairs 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 West Cheshire Association of Governing Bodies meeting (maximum 12 p.a.)