



Cheshire West
and Chester

MEMBERS' ALLOWANCES SCHEME
2011-2015

Revised version taking effect from 1 April 2014

**CHESHIRE WEST AND CHESTER MEMBERS' ALLOWANCES SCHEME
2014-15**

Basic Allowance

£11,573

Special Responsibility Allowances*

	SRA's
Council Appointments	
Council Leader	28,931
Deputy Leader	14,466
Executive Member/Portfolio Holder	12,730
Chairman of Council	5,786
Planning Committee Chairman	8,679
Strategic Planning Committee Chairman	7,521
Licensing Committee Chairman	7,521
Scrutiny Committee Chairman	7,521
Audit and Governance Committee Chairman	7,521
Staffing Committee Chairman	5,786
Staffing Sub Committee Chairman	5,786
Appeals Committee Chairman	5,786
Scrutiny Panel Chairman	5,786
Community Governance Review Committee	5,786
Licensing Sub Committee Chairman	5,786
Executive Appointments	
Policy Commission Chairman	5,786
Local Development Framework Panel Chairman	5,786
Ellesmere Port Housing Stock Panel	5,786
Member Learning Panel	3,819
Political Group Appointments	
Main Opposition Group Leader	8,679
Other Group Leader (subject to a minimum of 5 members)	3,819
Majority Party Group Whip	5,786
Majority Party Assistant Group Whip	2,315
Main Opposition Party Group Whip (subject to a minimum of 30% of membership)	3,819
Main Opposition Party Assistant Group Whip (subject to a minimum of 30% of membership)	1,735
Member Champions	1,010
Co-opted members and Parish Council Reps on Standards Committee etc	£25.25p allowance per meeting + Expenses

****SRA**

- 1** Subject to no Member claiming more than one SRA irrespective of the number of positions held.
- 2** SRAs for Chairs of meetings subject to a minimum of 5 meetings per annum being chaired

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 - £7.00 per hour
- Other dependants - £12.78 per hour (being 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 Resources 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
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Non motorised transport e.g. bicycle	40p per mile
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Additional rate for each passenger, not exceeding 4, to whom a Travelling Allowance would otherwise be payable:	1.0p per mile
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Expenditure on tolls, ferry or car parking:	Actual Amount with receipt
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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 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)

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 Head of Legal and Democratic Services, 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 Executive, Committees, Sub-Committees, Panels, Working Groups, Community Forums, Area Partnership Boards, Working/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 Chairman or Vice-Chairman of an outside body on which the member is representing the Council
- Authorised briefings for Committees/Panels/Executive 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 Executive Members
- Authorised attendance at Conferences/Seminars
- Duties undertaken by a Chairman/Executive Member in connection with his/her role
- Courtesy Visits
Civic duties by the Chairman and Vice-Chairman of the Council
Service duties and official visits undertaken by the Chairman/Vice Chairman of Committees and Sub-Committees and by Executive 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.)