

## Members' Allowances Scheme (2025/26 Scheme)

21.14 Basic Allowance - ~~£17,123.06~~£17,773.74 per annum (inclusive of an element for routine subsistence expenditure on KCC duties).

	%	£
<b>Executive</b>		
Leader	100	<del>56,308.82</del> 58,448.56
Cabinet Members (maximum 9)	65	<del>36,600.73</del> 37,991.56
Deputy Cabinet Members (maximum 11)	30	<del>16,892.65</del> 17,534.57
Cabinet Committee Chair (maximum 6)	17.5	<del>9,854.04</del> 10,228.50
<b>Council</b>		
Council Chairman	33	<del>18,581.91</del> 19,288.02
Council Vice-Chairman	17.5	<del>9,854.04</del> 10,228.50
Planning Applications Committee Chair	22	<del>12,387.94</del> 12,858.68
Regulation Committee Chair	22	<del>12,387.94</del> 12,858.68
Other Committee Chairs (a)	17.5	<del>9,854.04</del> 10,228.50
Scrutiny Committee Chair	17.5	<del>9,854.04</del> 10,228.50
Select Committee Chairs (for period of review)	17.5	<del>9,854.04</del> 10,228.50
<b>Opposition</b>		
Leader of each Opposition Group (of at least five members) (c)	33	<del>18,581.91</del> 19,288.02

21.15 Notes to Table in 21.14:

- (a) Other Committee Chairs: Governance and Audit, Health Overview and Scrutiny, Selection and Member Services, and Pension Fund.
- (b) No Member to receive more than one Special Responsibility Allowance.
- (c) The Opposition Group must comprise a minimum of five Members, one of which will be the appointed Opposition Group Leader. The maximum total SRA funding available for Opposition Group Leaders shall be 3 times the SRA set out in the table for a single Opposition Group Leader. In the event of there being more than 3 qualifying Opposition Group Leaders, the total amount is shared equally amongst them.
- (d) No other allowance to be payable.

*Indexation*

21.16 This is a one-year scheme for year 2025/26. Each indexation increase is subject to annual approval by full Council and will apply to the Basic Allowance, Special Responsibility Allowances and Dependent Carers' Allowance.

21.17 The indexation method applied compared to the previous year was to use the CPIH rate based on the year to March of the year preceding the start of the scheme year, or an earlier month to align with the approval of the scheme.

### *Travel Expenses*

21.18 Travel by private vehicles will be reimbursed at the rates set for tax allowance purposes by the HM Revenue and Customs for business travel. Currently, these are 45p per mile for the first 10,000 miles and 25p a mile thereafter by car; the relevant HMRC rates will be paid for travel by bicycle.

21.19 Parking fees, public transport fares and any hotel expenses will be reimbursed at cost, but only on production of a valid ticket or receipt - the cheapest available fare for the time of travel should normally be purchased.

21.20 Taxi fares will only be reimbursed on production of a valid receipt and if use of public transport or the Member's own car is impracticable.

21.21 Travel expenses will be reimbursed for any journey on Council duties between premises as agreed for tax purposes (normally excluding journeys to constituents' homes).

21.22 VAT receipts for fuel must always be provided to accompany Members' expense claims and any instructions issued by the General Counsel in relation to the submission of expense claims complied with.

21.23 Air travel and rail travel other than to/from London or within Kent should be booked through Officers to enable use of discounting arrangements.

21.24 Journeys undertaken in accordance with the following descriptions are allowed to be claimed for:

- (a) attendance at KCC premises to undertake KCC business, including attendance at Council, Cabinet and Committees, etc (including Group meetings) and to undertake general Member responsibilities,
- (b) representing KCC at external meetings, including Parish and Town Councils and those of voluntary organisations where the member is there on behalf of KCC,
- (c) attendance at events organised by KCC and/or where invitations have been issued by County Officers or Members (including Chair's events and other corporate events), and

- (d) attendance at meetings/events where the Member is an official KCC representative (as determined by the Selection and Member Services Committee) or requested by the Leader or the relevant Cabinet Member.

### *Subsistence Expenses*

- 21.25 These are not normally reimbursed. Hotel accommodation should be booked through Officers. Any other reasonably unavoidable costs related to overnight stays, excluding normal subsistence, will be reimbursed on production of a receipt.

### *Dependents' Carers' Allowance*

- 21.26 Members who incur expenses themselves in respect of care responsibilities for dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance will be reimbursed, on production of valid receipts, for actual payments to a carer while the Member is on Council duties, up to a maximum of £13.~~9847~~ per hour for each dependent child or adult. Money paid to a member of the Members' household will not be reimbursed. In the case of an allowance for the care of a dependent relative, the relative must reside with the Councillor, be dependent on the Councillor and require constant care. Subject to the Childcare Voucher Scheme's standard terms and conditions\*, any Member may, if they wish, sacrifice a portion of their Basic Allowance for Childcare Vouchers which are not subject to tax and national insurance deductions.

(a) \* For reference these terms and conditions include (but are not limited to):

- i. The childcare provider must be OFSTED registered.
- ii. The children must be aged between 0 and 16.
- iii. A sacrifice agreement would need to be signed.
- iv. The amount that can be sacrificed varies depending on whether the applicant is a basic, higher, or additional rate taxpayer.

### *Pensions*

- 21.27 Members are not eligible for admission to the pension scheme.

### *Co-Opted Members*

- 21.28 An allowance is payable to an Independent Person for Standards of £500 per annum plus a daily rate of £100 (pro rata for part of a day).
- 21.29 An allowance is payable to an independent member of the Governance and Audit Committee of £~~1700~~~~1500~~ per annum; they shall also be entitled to claim expenses and the Dependents' Carers' Allowances in line with this scheme.

### *Election to Forgo Allowances*

21.30 In accordance with Regulation 13 of the Local Authorities (Members' Allowances) (England) Regulations 2003, any Member may elect to forgo all or any part of their entitlement to allowances, by notice in writing to the Monitoring Officer.

*Submission of Claims*

21.31 In accordance with Regulation 14 of the Local Authorities (Members' Allowances) (England) Regulations 2003, the time limit for the submission of claims relating to travel, subsistence, Co-Opted Members and dependent carers allowances is four months from the date the expense was incurred.

*No Other Allowances are Payable*

21.32 Only allowances complying with the above scheme are payable.