

Appendix 1 – Proposed Amendments to the Members’ Allowance Scheme

Members’ Allowances Scheme (2021/22 Scheme - Adopted by the Council on 4 November 2021)

21.14 Basic Allowance - £15,406.25 per annum (inclusive of an element for routine subsistence expenditure on KCC duties).

	%	£
Executive		
Leader	100	50,663.13
Cabinet Members (maximum 9)	65	32,931.03
Deputy Cabinet Members (maximum 11)	30	15,198.94
Cabinet Committee Chair (maximum 6)	17.5	8,866.05
Council		
Council Chairman	33	16,718.83
Council Vice-Chairman	17.5	8,866.05
Planning Applications Committee Chair	22	11,145.89
Regulation Committee Chair	22	11,145.89
Other Committee Chairs (a)	17.5	8,866.05
Scrutiny Committee Chair	17.5	8,866.05
Select Committee Chairs (for period of review)	17.5	8,866.05
Opposition		
Leader of each Opposition Group (of at least five Members) (c)	33	16,718.83

21.15 Notes to Table in 21.14:

- (a) Other Committee Chairs: Governance and Audit, Health Overview and Scrutiny, Selection and Member Services, and Superannuation 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 four-year scheme commencing with municipal year 2021/22. The indexation method set out in 21.17 shall first apply to municipal year 2022/23 and each subsequent year until the end of the four years. 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 shall be as follows:

- (a) The figure X shall be equal to the percentage awarded to staff awarded 'Successful' in the Total Contribution Pay scheme and will apply to the same year as the staff award.
- (b) The figure Y shall be calculated as the average of the percentage increase in the overall pay bill arising from each Minister's decision arising from the 8 Pay Review Bodies for the year preceding the one to which the indexation applies, or as many as are available at the time of calculation.
- (c) The percentage increase to apply annually will be the average of X and Y.
- (d) The Pay Review Bodies referred to in (b) are the following independent non-departmental public bodies: Armed Forces' Pay Review Body; Review Body on Doctors' and Dentists' Remuneration; NHS Pay Review Body; Prison Service Pay Review Body; School Teachers' Review Body; Senior Salaries Review Body; National Crime Agency Remuneration Review Body; and Police Remuneration Review Body.

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.

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 £12.66 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 superannuation scheme.

Co-Opted Members

21.28 An allowance is payable to the Independent Person of £500 per annum plus a daily rate of £100 (pro rata for part of a day). An allowance is paid to the members of the Independent Remuneration Panel of £100 per day.

Election to Forgo Allowances

21.29 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

21.30 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-optees and dependent carers allowances is four months from the date the expense was incurred.

No Other Allowances are Payable

21.31 Only allowances complying with the above scheme are payable.