

### THE MEMBERS ALLOWANCE SCHEME 2019 - 2022

1. **Basic Allowance** -The level of basic allowance paid to all members be linked to the National Joint Council (Administrative, Professional, Technical and Clerical) pay structure for the next three years up to 31<sup>st</sup> March 2022. The level of basic allowance from 1<sup>st</sup> April 2019 will be £3570.
  
2. **Special Responsibility Allowances** -That there be no change to the definition of roles that attract special responsibility allowances but that the multipliers be adjusted to that shown in brackets below
  - The Leader (basic allowance x 3.50)
  - The Deputy Leader (basic allowance x 1.00)
  - Executive portfolios (basic allowance x 1.25)
  - Chair of Scrutiny Committees (basic allowance x 1.25)
  - Chair of Development Control Committee (basic allowance x 0.80)
  - Chair of Licensing Committee (basic allowance x 0.50)
  - Chair of Audit and Standards Committee (basic allowance x 0.50)
  - Vice Chair of Development Control Committee (basic allowance x 0.40)
  - Opposition Group Leaders (shared basic allowance x 1.00)

**(Leader(s) of opposition group(s) - to be allocated to leaders of groups who are 'in opposition' i.e. who are not represented on the Executive)**

The following table shows the levels of basic and special responsibility allowances for 2019/20 based on the agreed 2% increase in NJC pay structure. The Members Allowance Scheme for 2020/21 and 2021/22 will be subject the percentage increases in NJC staff pay structure.

	2019/20	Totals
Basic x 45	3,570.00	160,650.00
Leader x 1	12,495.00	12,495.00
Deputy Leader x1	3,570.00	3,570.00
Executive Members x 5	4,462.50	22,312.50
Scrutiny Chair x 1	4,462.50	4,462.50
Scrutiny Vice Chair x 1	1,428.00	1,428.00
Audit & Standards Chair x 1	1,785.00	1,785.00
Development Control Chair x 1	2,856.00	2,856.00
Development Control Vice Chair x1	1,428.00	1,428.00
Licensing Chair x 1	1,785.00	1,785.00
Opposition Group Leaders		3,570.00
Independent Persons (Standards)x2	500.00	1,000

<b>Total</b>		<b>217,342</b>
--------------	--	----------------

3. **Dependent Carers and Childcare Allowances** - That the dependent carers' allowance and childcare allowance be paid at the current rate of the adult minimum wage and be paid under the following criteria.

Limitations

Costs necessarily incurred for:

- A child or children under the age of 16
- An elderly relative requiring full-time care
- A relative with a physical disability requiring full-time care
- A relative with learning disabilities requiring full-time care

Safeguards

The person for whom care has been arranged must live in the same household as the member

The care in respect of which the allowance is claimed must not be provided by a person living in the member's household, or by another parent of a child in the household;

Disabled dependents are excluded where the member is already in receipt of a carer's allowance;

The member must notify the Council of the identity of the carer in respect of whose costs the allowance is claimed and the cared for;

Child(ren) or dependent must be registered with the Council in advance of any claim being made .

4. **Travel and subsistence allowance –**

The following travel and subsistence allowances shall be paid for attendance at approved events.

Car allowance - This be the same rate as that paid to officers determined locally.

Motor cycle allowance - This be the same rates as that set by HMRC

Other travel allowances

That the payment of travelling allowances by taxi cab be provided for Disabled and Vulnerable Members not to exceed; a) in cases of urgency or where no public transport was reasonably available, the amount of the actual fare and any reasonable gratuity paid; and b) in any other case the amount of travel by appropriate public transport. Subsistence allowance be the same as that paid to officers, as at 2019 this is

<b>Meal</b>	<b>Maximum Allowance</b>	<b>Criteria</b>
Breakfast	£7.44	before 8.00am
Lunch	£10.27	between 12 noon – 2pm

Tea	£4.04	after 6.30pm
Evening Meal	£12.70	after 8.30pm

If a member is away from their home on official Council business for a continuous period of 24 hours or more, and as a result is required by the Council to stay in accommodation overnight, they will be reimbursed with the actual costs incurred.

### Approved events

Attendance at any of the following meetings or events in column 1 is specified as an approved duty for the purpose of the payment of travelling and subsistence allowances and dependents' carers' allowances for the persons specified in column 2

Meeting	Persons qualified for allowance
Council	Councillor
Committee	Member of that committee
Sub-committee	Member of that sub-committee
Joint committee	Member of that committee appointed or nominated by Burnley Borough Council
Committee chairman's briefing	Chairman and vice-chairman
Tender opening	One Chairman
Site visit	Member of the committee or sub-committee under whose auspices the visit has been arranged
Course, seminar or conference	Member authorised to attend by the Member Structures and Support Working Group or the Chief Operating Officer
Any other external organisation	Member appointed or nominated to the organisation, or nominated to attend its meetings, by the council
Any other meeting or event at which the attendance of a member is invited or sanctioned by an officer	Member whose attendance is invited or sanctioned

5. **Co-optees Allowance** - That no additional co-optees allowances be paid
6. **Annual Adjustment of Allowances** - That there be an annual adjustment of allowances in line with the percentage increase in employee's pay under the National Joint Council (Administrative, Professional, Technical and Clerical) Pay Award
7. **Backdating** - That there be no backdating of allowances.
8. **Repayment/suspension of allowances** - That there be repayment of allowances should a councillor be suspended, cease to be

a councillor due to a relevant conviction or non-attendance, or resigns.

9. **Pensions** - That no member allowances be classified as pensionable under the Regulations.
10. **Foregoing allowances** – Any person may forego all or part of any allowances to which they are entitled. To do this they must give notice in writing to the proper officer of the Council.