

Members' Scheme of Allowances

In force 1 April 2013 – 31 March 2014

(Approved by the City Council – 21 March 2013)

Gloucester City Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following Scheme, to come into effect on 1 April 2013 unless otherwise stated:

(NB. The allowances shown come into effect on 1 April 2013 and will be increased annually in line with the Local Government staff pay award unless the Members' Allowances Panel sits again.)

Proposed Members' Scheme of Allowances 2013/14

	Allowances	Rate
1.	<p>Basic Allowance</p> <p>All Councillors are entitled to this general allowance which is paid automatically on a monthly basis (unless written notice to the contrary is given).</p>	£5,250 p.a. per Councillor
2.	<p>Special Responsibility Allowances</p> <p>These are special allowances paid to Councillors who hold positions with significant responsibilities over and above the general duties of a Councillor. This additional entitlement is paid automatically (unless written notice to the contrary is given) to the relevant Councillors on a monthly basis. (N.B. Members are restricted to one special responsibility allowance only.)</p> <p>The affected position and the sums payable are as follows:</p> <p>Leader of the Council (3.25 x basic allowance) £17,063 p.a. Deputy Leader of the Council (2.25 x basic allowance) £11,813 p.a.</p> <p>Cabinet Members (1.75 x basic allowance)</p> <p>Regeneration & Culture..... £9,188 p.a. Environment..... £9,188 p.a. Housing, Health & Leisure..... £9,188 p.a. Performance & Resources..... £9,188 p.a. Communities & Neighbourhoods £9,188 p.a.</p> <p>Chairs (0.6 x basic allowance)</p> <p>Planning Committee..... £3,150 p.a. Licensing and Enforcement Committee..... £3,150 p.a. Overview and Scrutiny Committee..... £3,150 p.a. Audit and Governance Committee..... £3,150 p.a.</p>	

	Allowances	Rate
	Vice Chairs: (0.2 x basic allowance) Planning Committee Licensing and Enforcement Committee Overview and Scrutiny Committee Audit and Governance Committee	£1,050 p.a. £1,050 p.a. £1,050 p.a. £1,050 p.a.
	Minority Group Leaders (1 x basic allowance) Deputy Group Leader (0.5 x basic allowance) Mayor * (0.6 x basic allowance) Sheriff and Deputy Mayor * (0.2 x basic allowance)	£5,250 p.a. £2,625 p.a. £3,150 p.a. £1,050 p.a.
3.	Carer's Allowance All Councillors are entitled to a Childcare and Dependant Carer's Allowance when they are responsible for meeting the costs of the care of dependant children or relatives whilst undertaking approved duties as defined at the end of this scheme. The payment of basic, special responsibility and other allowances will be suspended for the duration of any suspension from duties in connection with Standards matters.	£7.64 per hour (based on Scale Point 11 of the Local Government pay spine)
4.	Travel and Subsistence Allowances Travel and subsistence allowances are paid in respect of approved duties as defined at the end of this scheme. Travel allowances are based on the Inland Revenue approved rate of 45p per mile (with a rate of 24p per mile for motorcycles and 20p per mile for bicycles)	Subsistence allowances are based on the latest approved scheme for Officers.
5.	Internet Service Provider Charges A maximum payment of up to £10 per calendar month may be claimed by Councillors who do not accept the broadband service provided by the Council.	£10 p.c.m

* The Mayor and the Sheriff also receive allowances separate from the Allowances Scheme to meet costs associated with the holding of their respective offices (Mayor £5,337) (Sheriff £3,200).

1. **Approved Duties for Payment of Allowances**

Allowances can be paid in respect of the following duties which are specified in legislation:

- (a) a meeting of the Authority, or a Committee or Sub-Committee of the Authority;
- (b) a meeting of some other body to which the Authority makes appointments or nominations, or a Committee or Sub-Committee of the body;
- (c) a Committee or Sub-Committee of the Authority or a Joint Committee of the Authority and one or more other Authorities, or a Sub-Committee of a Joint Committee and to which representatives of more than one political group have been invited or to which two or more Councillors have been invited (if the Authority is not divided into political groups);
- (d) a meeting of a Local Authority Association of which the Authority is a member;
- (e) duties undertaken on behalf of the Authority in pursuance of any Standing Order requiring a Member or Members to be present while Tender documents are opened;
- (f) duties undertaken on behalf of the Authority in connection with a discharge of any function of the Authority conferred by or under any enactment empowering or requiring the Authority to inspect or authorise the inspection of premises.

2. **The following is a list of approved duties accepted by the Council for payment of travel, subsistence and carer's allowances:**

- (a) attendance at meetings of the Council;
- (b) attendance at other formal meetings (e.g. Groups, Boards, Committees, Panels, etc.);
- (c) attendance at meetings at the outside bodies referred to in the list incorporated in Schedule 1 provided that attendance is for the purpose of, or in connection with, the discharge of a function of the Council;
- (d) attendance (under the Open Door Protocol) at County Council meetings (sanctioned by the Chief Executive) on matters of importance to the District or of Local (Ward) interest;
- (e) attendance at Quedgeley Parish Council meetings in a Members' Ward when they are not a Member of that Parish Council;
- (f) attendance at meetings of other bodies including courses, seminars and conferences provided that there is a Council or, where appropriate a meeting resolution authorising attendance on the basis that the attendance is for the purpose of, or in connection with the discharge of a function of the Council (the Chief Executive, Corporate Directors are authorised, in consultation with the Council or appropriate Cabinet Member, to sanction attendance provided adequate financial provision is available);
- (g) elections and other duties undertaken on behalf and at the express request of the Council and other meeting.

3. **It should be noted that allowances are not paid to non-Members of meetings who attend meetings except in the following circumstances:**

- (a) the Mayor and the Leader of the Council and Chair of Overview and Scrutiny Management Committee (and their Vice-Chair in their absence) where they are ex-officio Members (with no vote) of a Group of which they are not a Member (does not apply to Boards, Panels, Sub-Committees and Working Parties);
- (b) when Members attend a meeting to explain a motion (of which they have given notice at Council) which has been referred to that meeting by the Council;
- (c) when Members attend a meeting to speak on an item they have requested to be placed on the agenda;
- (d) when the local Ward Members attend site visit meetings of any meeting of which they are not a Member;
- (e) when Members are expressly invited to attend meetings.