

Members' Allowances Scheme

The payment of allowances to Members of the District Council will be made in accordance with this Scheme.

A Member may by written notice to the Elections and Democratic Services Manager elect to forego all or part of his or her entitlement to an allowance.

It is a condition of payment of all allowances that the duty for which they are paid will have been approved before it is undertaken. The Council cannot decide afterwards that an allowance should be paid.

1. Operation of Scheme

This Scheme shall come into operation on 1st April 2023, following its approval by Council on 29th March 2023. Elected Members of Huntingdonshire District Council may claim the following Allowances as specified in this scheme:

- ❖ Basic Allowance
- ❖ Special Responsibility Allowance
- ❖ Travel Allowance
- ❖ Child and Dependent Carers Allowance
- ❖ Allowances for Appointments to the Cambridgeshire and Peterborough Combined Authority.

2. Basic Allowance

Each year a Basic Allowance shall be paid to each District Councillor. From 22nd May 2024 the amount of the Basic Allowance shall be calculated at the rate of £5,134 per annum.

3. Special Responsibility Allowances

Each year a Special Responsibility Allowance in the amount and to the District Councillors specified in Schedule 1 to this Scheme shall be paid. No District Councillor may receive more than one Special Responsibility Allowance other than ordinary Members of the Development Management Committee who will be entitled to receive an allowance in addition to one other Special Responsibility Allowance. The Council's representatives on the Cambridgeshire and Peterborough Combined Authority Board, Overview and Scrutiny Committee and Audit and

Governance Committee are also exempt from this rule.

4. Annual Adjustment

The Basic Allowance, Special Responsibility Allowances and Independent Person Allowances shall be increased annually in line with the percentage increase in staff salaries from the date of the annual meeting in May 2024 for a period of up to three years. After this period, the scheme shall be reviewed again by the Independent Remuneration Panel.

5. Travel Allowances

Travel Allowances shall be payable where they are necessarily incurred in performing the following duties –

- ❖ attending a meeting of the Council, Cabinet or any Panel, Committee, Sub- Group, Advisory Group or other appointed body.
- ❖ attending a meeting of any body to which the Council appoints representatives, when attending as the Council's appointed representative.
- ❖ attending any other meeting or joint meeting authorised by the Council provided that Members of at least two political groups have been invited to it.
- ❖ attending a meeting of any association, organisation or body of which the Council is a member.
- ❖ undertaking any duty (including training courses, seminars, workshops or other events) which a Member is invited to attend by a Managing Director, Corporate Director, Assistant Director or Head of Service, provided that the duty has been approved previously by the Elections and Democratic Services Manager;
- ❖ undertaking any duty which a Member is required to undertake by virtue of their election or appointment to an office in accordance with the Council's Standing Orders, Financial Regulations, Code of Procurement, Scheme of Delegation or other approved strategy, policy or procedure; and
- ❖ undertaking any other duty or class of duty previously approved by the Council in connection with the discharge of its functions.

Claims for travelling and motor mileage allowances will be payable at the rate in force on the day on which the qualifying duty is undertaken.

The following points should be noted:-

- The amount to be reimbursed in respect of qualifying duties is the actual amount spent; and
- Receipts must be produced in respect of all claims for expenses incurred otherwise claims may be returned to a Member unpaid.

Travelling Allowances should be payable to Councillors and Independent Persons in connection with any approved duties. The amount of travel payable shall be in line with HM Revenue and Customs' rates.

6. Subsistence Allowances

Subsistence is not payable with the exception of 'special circumstances' such as overnight stays i.e., where a meal is included in the accommodation price i.e., Bed and Breakfast rate or the Councillor has agreed with the Elections and Democratic Services Manager in advance of travel that the overnight meal allowance rate is appropriate. Receipts will need to be provided.

7. Child and Dependent Carer's Allowance

Councillors who pay for childcare or for the care of elderly and/or disabled dependents while they are engaged on Council duty may claim a Child and Dependents Carers' Allowance at cost based upon production of receipts and in the case of specialist care a requirement of medical evidence that that this type of care provision is required. There is no monthly maximum claim when undertaking approved duties.

8. Parental Leave

The Council has adopted the following approach as a basis of a policy to support parental leave for councillors –

- ❖ All Councillors shall continue to receive their Basic Allowance in full for a period up to six months in the case of absence from their Councillor duties due to leave relate to maternity, paternity, adoption, shared parental leave or sickness absence
- ❖ Councillors entitled to a Special Responsibility Allowance shall continue to receive their allowance in full for a period of six months, in the case of absence from their Councillor

duties due to leave related to maternity, paternity, adoption, shared parental leave or sickness absence

- ❖ Where for reasons connected with sickness, maternity leave, adoption leave, paternity leave or shared parental leave a Councillor is unable to attend a meeting of the Council for a period of six months, a dispensation by Council can be sought in accordance with Section 85 of the Local Government Act 1972
- ❖ If a replacement to cover the period of absence under these provisions is appointed by Council or the Leader (or in the case of a party group position the party group) the replacement shall be entitled to claim a Special Responsibility Allowance pro rata for the period over which the cover is provided.
- ❖ If a Councillor stands down, or an election is held during the period when a Councillor is absent due to any of the above and the Councillor is not re-elected or decides not to stand down for re-election, their Basic Allowance any Special Responsibility Allowance will cease from the date they leave office.

9. Independent Persons

The Independent Member Persons (IPs) appointed by the Council shall receive an annual allowance of £1,119 (Head IP) and £525 (Deputy IP) and shall also be entitled to claim travel for attending appropriate meetings and training events.

10. Pensions

District Councillors shall not be entitled to join the Local Government Pension Scheme.

11. Claims and Payments

Basic and Special Responsibility Allowances shall be paid in 12 instalments on the 15th of each month by BACS transfer, except in the year that a Councillor is re-elected when the payment for May will be made in June (or in a different month of the date of annual elections is changed for whatever reason).

Travelling and Care Allowances will be paid by BACS transfer on the 15th day of each month for claims received by the first day of that month.

Claims for Travelling and Care Allowances shall be made in writing on a form provided by the Elections and Democratic Services Manager within two months of the date on which the approved duty arises. The claim shall include a disclosure that no other claim will be made in respect of that duty.

12. Revocation

All earlier Schemes relating to the payment of Members' Allowances are revoked with effect from 1st April 2023.

Schedule 1 – Special Responsibility Allowances w.e.f 22 May 2024

Special Responsibility Allowance ¹	Remuneration per annum £
The Executive	
Executive Leader	15,401
Deputy Executive Leader	11,552
Assistant Deputy Executive Leader	10,011
Other Cabinet Members	8,471
Chair	
Overview & Scrutiny Panels	6,161
Development Control Committee	6,932
Council	4,620
Licensing & Protection Committee/Licensing Committee	6,932
Employment Committee	3,081
Corporate Governance Committee	3,081
Vice-Chair	
Overview & Scrutiny Panels	1,849
Development Control Committee	2,773
Council	1,849
Licensing & Protection Committee/Licensing Committee	2,079
Employment Committee	924
Corporate Governance Committee	924
Opposition Group	
Leader – Principal Opposition	5,390
Deputy Leader ²	809
Leader Minor Opposition	
Group Leader ³	809
Development Control Committee	
Ordinary Members ⁴	693
Dependant Carer's Allowance Each qualifying District Councillor with children or elderly/disabled dependant ⁵	Based at cost upon the production of receipts and in the case of specialist care a requirement of medical evidence that this type of

care is required. No monthly maximum.

Cambridgeshire and Peterborough Combined Authority Allowances

Special Responsibility Allowance	Remuneration per annum £
Appointee to Cambridgeshire and Peterborough Combined Authority Board	5,391
Substitute Appointee to Cambridgeshire and Peterborough Combined Authority Board	1,886
Appointees to Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee	1,078
Appointee to Cambridgeshire and Peterborough Combined Authority Audit and Governance Committee	1,078

Notes

- No Member may receive more than one Special Responsibility Allowance with the exception of
 - ❖ all councillor representatives on the Cambridgeshire and Peterborough Combined Authority Board (including the substitute representative), the Overview and Scrutiny Committee and the Audit and Governance Committee.
 - ❖ All Ordinary Members of the Development Management Committee excluding the Chair, Vice Chair and Ex-Officio Cabinet Member appointed to the Committee.
- Subject to the Group having at least eleven Members and being registered as a political group.
- Subject to the party having a minimum of five Members and being registered as a political group.
- Excluding the Chair, Vice-Chair of the Committee and any Ex-Officio Cabinet Member appointed to the Committee
- Childcare allowances will only be paid to childminders who are not members of the immediate family.