

## PART 6 | MEMBERS' ALLOWANCE SCHEME

### PART 6 – MEMBERS' ALLOWANCE SCHEME 2023/24

Oadby and Wigston Borough Council, in exercise of the powers conferred by the Local Authorities' (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:-

1. This scheme may be cited as the Oadby and Wigston Borough Council Members' Allowances Scheme and shall have effect for the period from 16 May 2023 to 13 May 2024.
2. In this scheme,  
"Councillor" means a member of the Oadby and Wigston Borough Council who is a Councillor  
"Year" means the period ending with 13 May 2024.

#### Basic Allowance

- 3.1 Subject to paragraph 6, a Basic Allowance of **£4,750** shall be paid to each Councillor.
- 3.2 Members' allowances are not intended to compensate for loss of earnings, nor are they to recompense for the total number of hours Councillors spend on their duties, bearing in mind the voluntary element of service in fulfilling the role of a local Councillor, as recognised in government guidance. Councillors are not paid employees of the Council and their allowances should not be treated as salary.

#### Special Responsibility Allowances

- 4.1 A Special Responsibility Allowance shall be paid to those Councillors (in addition to the Basic Allowance) who hold the special responsibilities in relation to the Authority that are specified in Paragraph 12 of this Scheme.
- 4.2 Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.
- 4.3 Councillors be permitted to claim no more than two Special Responsibility allowances. Where it appears to a Councillor that this policy has brought about an inequitable situation, that person may appeal to have the matter reviewed, to the independent Adjudication Panel (see paragraph 6 (7) post).
- 4.4 The Chief Executive, in consultation with the Leader of the Council and having regard to the guidance provided at Schedule 2 below, be authorised to approve the attendance of

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Councillors at appropriate events where they would be representing the Council and to make payment of any other relevant travel and subsistence expenses covered by the Scheme for the relevant period of absence from home, providing that authority for attendance is given by the Chief Executive in advance of the event taking place.

### **Claiming of Allowances**

5. A Councillor may by notice in writing given to the Head of Law and Democracy claim any part of his or her entitlement to an allowance under this Scheme.

### **Part-Year Entitlements**

- 6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to Basic and Special Responsibility Allowances where, in the course of the year, this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor or accepts or relinquishes a Special Responsibility in respect of which a Special Responsibility Allowance is payable.
- 6.2 If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods
  - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- 6.3 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic Allowance shall be to the payment to such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.

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- 6.4 Where this Scheme is amended as mentioned in sub-paragraph (2) above, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a) above, the entitlement of any such Councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days which his or her term of office as a Councillor subsists bears to the number of days in that period.
- 6.5 Where a Councillor has during part of, but not throughout, a year special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's entitlement shall be to the payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- 6.6 Where this Scheme is amended as mentioned in sub-paragraph (2) above, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's or Independent Person's entitlement shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- 6.7 A meeting of an Adjudication Panel comprising the Chief Executive, a member of the Independent Remuneration Panel and a senior Councillor, be called to consider and decide upon any issue of uncertainty or ambiguity that might arise in interpretation of the Scheme.

### Travelling and Subsistence Allowances

7. Councillors may claim Travelling and Subsistence Allowances in respect of the following categories of meetings, subject to them being held outside the Borough, at the rates prescribed in Schedule 2 to this Scheme.
- Conferences and meetings where attendance is authorised by the Council, a Committee or by the Chief Executive
  - Outside Bodies to which the Councillor has been appointed by the Council, a Committee or by the Chief Executive

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Note: Councillors may not claim Travelling and Subsistence Allowances in respect of any meetings held inside the Borough. Allowance for such expenses is reflected in the Basic Allowance.

### **Childcare and Dependant Carers' Allowance**

8. Childcare and Dependent Carers' Allowances be paid for the actual receipted cost incurred to a Councillor, providing this does not exceed £10 per hour. The Allowances to cover attendance at any meeting of the Council for which the Councillor is a member or for attendance at any meeting of an outside body for which the Councillor is attending that meeting as a representative of the Council.

### **Claims**

9. Claims for the payment of Travelling and Subsistence Allowances under this Scheme must be made on the official forms provided within two months of the date on which the meeting took place. These forms are available from Democratic Services.

### **Payments**

- 10.1 Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to paragraph 6(2), in instalments of one-twelfth of the amount specified in this Scheme direct into Councillor's bank/building society account on the 25th day of each month or as close thereto as is possible.
- 10.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of Basic Allowance or a Special Responsibility Allowance would result in a Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

### **Updating**

11. This Scheme shall be updated on 04 May in line with the level of the Retail

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Price Index in any year when there is no independent review.

### Special Responsibility Allowances

12. A Special Responsibility Allowance at the amount specified below may be paid per annum to those Councillors who have the special responsibilities in relation to the Council as specified below:-

Special Responsibility	SRA (£)
Leader of the Council	10,000
Deputy Leader of the Council * halved where shared	2,500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2,500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control Committee, and Mayor	3,500
Committee Vice Chairman and Deputy Mayor	1,000
Chairman of Licensing & Regulatory Committee	2,500
Generic Task Group (pro rata if the Group disbands), and Forum Chairman	1,000

### Travelling and Subsistence Allowances

#### A. Travelling

1. Motor Car – 50.5p per mile regardless of engine size \*  
Motor Car Passengers - 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers up to 4 (to whom a travelling allowance would otherwise be payable)
1. Motorcycle - 26p per mile
2. Bicycle - 10p per mile
3. Toll, ferry, and parking fees (including overnight garaging) – actual cost on production of a receipt

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4. Taxis - actual fare (plus reasonable gratuity) either in case of urgency or where no public transport is reasonably available
5. Public Transport - second class or any available cheap day fare unless there are exceptional circumstances approved by the Chief Finance Officer for first class fare.

\* Mileage rate for Council officers.

### **B. Subsistence**

1. Absence not involving absence overnight – up to the following limits on production of a receipt
  - (a) Breakfast (leaving home before 7.30am) £ 6.50
  - (b) Lunch (absent between 12 noon and 2pm) £ 8.00
  - (c) Tea \* (arriving home after 5.30pm) £ 6.00
  - (d) Evening Meal \*(arriving home after 8.30pm) £12.00only one of these may be claimed
2. Absence overnight covering continuous period of 24 hours – reasonable cost of accommodation and meals on production of a receipt
3. Main meals on trains (i.e. breakfast, lunch or dinner) – reasonable cost (inc. VAT) on production of a receipt (in lieu of the subsistence allowance for the appropriate meal period)

**GUIDANCE FOR USE OF DELEGATED POWERS BY CHIEF EXECUTIVE IN  
RESPECT OF MEMBERS CONFERENCES/SEMINARS/MEETINGS**

**Introduction**

1. Under the Scheme of Delegation, the Chief Executive has been granted delegated authority, in consultation with the Leader of the Council, to approve attendance by Members at conferences, seminars or meetings which have not previously been approved by the Council.
2. In exercising his/her delegation the Chief Executive must have regard to these guidelines.

**Guidelines**

1. The Chief Executive must ensure that there is sufficient budgetary provision
2. taking into account:-
  - a) The financial provision required for the support and development needs of all Members for the financial year in question.
  - b) The cost and quality of the seminar/conference/meeting where applicable.
3. The Chief Executive must ensure that:-
  - a) The meeting/conference/seminar is relevant to the Member's role and responsibilities at the Council, (i.e. by virtue of membership of a Committee, Sub Committee, Task Group, Panel or Outside Body) or, his/her position as Chairman or Vice-Chairman of a Committee, Sub- Committee, Task Group, Panel or Outside Body, OR
  - b) Attendance would be beneficial to the Council or non-attendance would be prejudicial to the Council or its standing in the wider community, OR
  - c) The conference/seminar/meeting provides necessary or relevant training or education to the Member in his/her capacity as a Borough Councillor.