

ANNEX '2'

RUNNYMEDE BOROUGH COUNCIL

SCHEME OF ALLOWANCES FOR MEMBERS AND CO-OPTED MEMBERS

The Local Authority (Members' Allowances) (England) Regulations 2003 as amended

This Scheme has effect from midnight on 31 March 2022. It shall be reviewed in or around October 2024 with a view to any revised scheme taking effect on 1 April 2025. The Council may revoke or amend it before that time if it so chooses.

In this Scheme "year" has the same meaning as in the above regulations ("the Regulations"), i.e. any period of twelve months ending on 31 March in any year after 2004.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

<u>Basic Allowance</u>	<u>£ for year</u>
For each elected Councillor (41)	5,500

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

<u>Special Responsibility Allowances</u> (to be paid in addition to Basic Allowance)	<u>£ for year</u>
Mayor	5,184
Deputy Mayor	1,396
Leader of the Council	11,000
Deputy Leader of the Council	5,500
Political Group Leaders other than Leader of the Council	425 per member
Chairman of Planning Committee	9,048
Chairman of Corporate Management Committee, Environment & Sustainability Committee, Housing Committee and Community Services Committee	5,184
Chairman of Overview and Scrutiny Select Committee	5,184
Chairman of Licensing Committee	5,184
Chairman of Regulatory Committee	2,592
Chairman of Standards and Audit Committee	5,184
Chairman of Englefield Green Committee	1,296
Vice-Chairman of Planning Committee	6,024

Vice-Chairman of Corporate Management Committee,
Environment and Sustainability Committee,
Housing Committee and

Community Services Committee 2,592

£ for year

Vice-Chairman of Standards and Audit Committee	2,592
Vice-Chairman of Licensing Committee	2,592
Vice-Chairman of Overview and Scrutiny Select Committee	2,592
Vice-Chairman of Regulatory Committee	1,296
Members of Planning Committee other than Chairman and Vice-Chairman	3,012
Members of Corporate Management Committee	1,296
Chairman of Joint Committee	5,184
Vice Chairman of Joint Committee	2,592

Note: (1) receipt of special responsibility allowance shall be limited to a maximum of two per Councillor.

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

Dependants' Carers' Allowance

Members are entitled to claim such expenses as arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

Travelling and Subsistence Allowances

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (45 pence per mile in April 2022).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Corporate Director of Resources, completed with details of the duties for which an allowance is claimed.

Co-optees' Allowances

Any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance of £477 per year in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

Uplift

An annual increase linked to **annual staff pay awards** will be applied to the Basic Allowance in 2023/24 and 2024/25 and the special responsibility allowances and co-optees' allowances will be similarly increased based on the current formulae for calculation of each special responsibility allowance.

Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Corporate Head of Resources.

Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Corporate Director of Resources.

Amendment to Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Corporate Director of Resources in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) ceases to be a Member of the Council; or
- b) is in any other way not entitled to receive the allowance in respect of that period

The Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution of July 2021 is hereby revoked with effect from midnight on 31 March 2022.

APPROVED BY RESOLUTION OF THE COUNCIL
March 2022