

Redcar and Cleveland Borough Council Members Allowances Scheme 2024/26

INTRODUCTION

The Redcar and Cleveland Borough Council in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following Scheme.

This Scheme may be cited as The Redcar and Cleveland Borough Council Members' Allowances Scheme and shall have effect for the year commencing on 1st April 2024 and subsequent years, unless amended by the Council.

1. MEMBERS ALLOWANCES BASIC PRINCIPLES

The Council previously fixed the value of the various classes of allowance by reference to the number of full-time equivalent days per annum multiplied by a daily rate calculated on the average national weekly wage as determined by the Local Government Association. Independent consultants were used to originally assess the number of full-time equivalent days attaching to each class. All these figures have been and are now subject to annual review by the Independent Remuneration Panel.

Members Allowances are paid at monthly intervals.

All allowances are subject to tax and National Insurance deductions and these will be deducted prior to payment. Where members elect to receive reimbursement by way of a single advance payment, they should be aware that should their National Insurance status change within the year (eg reach retirement age) they will not be able to reclaim any refund of NI contributions for their period of office after the change of status.

All payments made under the Members Allowances Scheme are to be made through the payroll system (except on the grounds of urgency or the correction of error as approved by the Chief Financial Officer).

Where a Member leaves office, mid-term and having received any advance payment in relation to any un-discharged period of office then such payments are re-payable to the Council.

A Member who is claiming or receiving any benefit should notify the DWP or other Benefits Office, as their right to receive the benefit may be affected.

Any nationally agreed inflationary pay award for staff be applied similarly to Members in respect of the Basic and Special Responsibility elements of the Members' Allowances Scheme. This will be based on the main pay award used for Council staff, excluding any separate pay award increases that are given to specific groups, for example lower paid staff or Chief Officers. For example, if there is pay award which applies only to those earning below a certain level of salary or salary point, then that will not apply to the Members' Allowance Scheme. If there is a pay award

which applies differential rates across the pay spine, the percentage increase to be applied to the Members Allowance Scheme will be the lowest rate that applies to staff. In the event there is a pay award involving a flat rate payment, this will be converted to a percentage of salary and the lowest percentage applicable across all staff will be applied to the Members Allowances Scheme.

Save for annual inflationary increases as above, annual amounts due to Members are reviewed every two years and are shown at Schedule 1 to the Scheme.

2. BASIC ALLOWANCE

The Council has decided that the Basic Allowance for Members should be calculated by reference to 116 (one hundred and sixteen) full time equivalent daily sessions per annum. Further, the Council has decided that this should be discounted by one third to reflect the voluntary nature of some Councillor's duties. This gives a discounted figure of 77 (seventy-seven) days per annum.

3. SPECIAL RESPONSIBILITY ALLOWANCE

In addition to the payment of a basic allowance to each Member, the following appointments are specified as those to which the Special Responsibility Allowances (SRA) applies and are calculated by reference to the number of full time daily sessions. The discount for the voluntary aspect of council work is not applied to these figures.

OFFICE	DAYS
Leader of the Council	170
Deputy Leader of the Council	91
Cabinet Members	78
Chair of Regulatory Committee	39
Vice Chair of Regulatory Committee	16
Chair of Employment, Health & Safety Committee	23
Vice Chair Employment, Health & Safety Committee	8
Chair of Governance Committee	17
Vice Chair of Governance Committee	5
Chair of Scrutiny & Improvement Committees (x5)	23
Vice Chair of Scrutiny & Improvement Committees (x5)	8
Co-optee to Governance Committee	5
Group Leader	39
Independent Person	flat rate

Not more than one Special Responsibility Allowance (SRA) can be claimed by any one Member (with the exception of the Deputy Mayor's Allowance). If, however, a Member qualifying for an SRA, by virtue of their duties with the Council, is appointed to a position with a joint body, which qualifies for an SRA, the Member is entitled to an additional SRA from the joint body concerned.

The overall number of SRAs and the numbers within sub-class may only be altered by way of a variation of the scheme.

SRAs for Group Leaders are payable only where membership of the Group amounts to ten or more.

The Council Leader's SRA will be payable to the Leader of the ruling group (the group of which the Council Leader is a member) and there will be no further Group Leader Allowance available to a Member of that group.

The number of Group Leader Allowances (in addition to the Leader's Allowance) will be limited three and in the case of equality of membership in the smallest qualifying groups, the allowance should be shared by the relevant Group Leaders.

Not more than half (30 in total) of all Councillors are to be in receipt of an SRA at any given time except in the event there is a need for Group Leader Allowances to be shared in which case the maximum number of SRAs allowed under the scheme will be deemed to have been increased accordingly in order to cater for this situation.

4. JOINT AUTHORITIES

Although attendance allowance is no longer payable by the Council under the Redcar and Cleveland Scheme, Members who have duly attended meetings of Joint Authorities may be eligible to claim attendance allowance either from the Joint Authority or the Council, who will reclaim it from the Joint Authority concerned.

5. CIVIC ALLOWANCES

Personal Allowances are payable as follows: -

ROLE	FTE DAYS	NOTES
Mayor	104 days (of which 9 fte days is the allowance for the Mayor's escort)	To include any SRA payable to the Mayor
Deputy Mayor	26 days	To be additional to any other SRA payable to the Deputy Mayor

This allowance is subject to tax and national insurance deductions and these will be deducted prior to forwarding payments to the Mayor and Deputy. As shown above, the Mayor's allowance includes the allowance for an Escort. The Mayor is responsible for any tax and other disbursements the Mayor makes to the Mayor's Escort.

6. DEPENDENT CARERS ALLOWANCE

The Council has determined to pay an allowance to Members who necessarily incur expenses for the care of dependent relatives whilst discharging their approved duties.

1. That a childcare allowance and a dependent carers' allowance be paid at the same rate as the commissioned care hourly rate subject to maximum payment of 50 hours per month.
2. That the childcare allowance be limited to children 14 years or under and the dependent carers' allowances be payable only where there is medical or social work evidence that care is required.
3. That the allowances be paid in reimbursement of incurred expenditure against receipts, and be restricted to one claim per month in respect of the household of each Member and not payable to a member of the claimant's own household.
4. Care allowance will be payable for care costs incurred as a result of members carrying out approved duties as defined in the scheme.

7. SUBSISTENCE ALLOWANCE AND TRAVELLING EXPENSES

Travel and subsistence allowances can only be paid for duties, which have been approved by the Council before the duty is performed. Approved Duties are defined in legislation as set out in schedule 3.

A subsistence allowance and travelling expenses claim can only be payable to Members in relation to the following approved duties:

- A meeting of the Cabinet
- A meeting of a committee of the Cabinet
- A meeting of the Authority
- A meeting of a committee or sub-committee of the authority
- A meeting of some other body to which the authority make appointments or nominations, or
- A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations;
- A meeting which has both been authorised by the authority, 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 (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups)
- A meeting of a local authority association of which the authority is a member
- Duties undertaken on behalf on the authority in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened
- Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises
- Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved, for the purpose of section 342 of the Education Act 1996

- Carrying out any other duty approved by the body, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the body, or of any of its committees or sub-committees including Representational Duties, subject to the following provisos:
 - That the activity is non-political representational work, in the community, relating to the functions of the authority where there is a demonstrable link between the issue dealt with by the Member and his or her role as a Councillor as evidenced by one or more of the following:
 - (i) a report (verbally or in writing) by the Member to an appropriate Scrutiny meeting;
 - (ii) a reference to a Chief Officer, Ombudsman or other relevant person;
 - (iii) a reference to an appropriate external organisation.
 - That sufficient details of the work are submitted with any claim, so as to enable an appropriate audit of the activity to be undertaken. Officers would be expected to carry out a management check of the claim and activity before processing that claim for payment and any “audit” by the Internal Audit Service would be to ensure that there was appropriate evidence of management checks being undertaken.
- Any other duty approved by the Council connected with the discharge of the Council’s functions or its Cabinet, Quasi Judicial Committees, Scrutiny, Neighbourhood Action Partnerships or other committees from time to time appointed by the Council.

Members are reminded of the need to sign a record of attendance at approved duties.

Subsistence Allowance

Travel and subsistence allowances for Members are payable on the same basis as applicable to Officers and subject to the same or similar requirements on the cost-effective use of public transport where reasonable.

Subsistence allowance can only be claimed for the time necessary to attend approved duties, including necessary travelling time (ie not all the time spend away from the Member’s residence, if some of that time includes non eligible activities).

Subsistence allowances are claimable to enable a Member to perform any approved duty except that:

- Law prescribes some maximum figures and the Council has adopted these.
- Members should note that expenditure must be incurred before subsistence allowance may be claimed.
- Reimbursements supported by receipts and vouchers will be paid in full.
- Claims not supported by receipts and vouchers will not be paid.

The maximum rates are reviewed annually and are set out in Council’s published Scheme.

Where a meal is provided free of charge (except where the Member is in any case required to pay full board) then a deduction shall be made at the rates set out in Schedule 2.

Where a Member travels overnight by train and uses sleeping accommodation, then the subsistence allowances payable for that night will be reduced by one third.

Where a substantial journey has to be undertaken, Members are permitted to leave the previous day if they would otherwise have to leave home before 8.30am. They may return the following day if they would otherwise arrive home after 10.00pm.

Hotel and other accommodation must be booked in advance by through Democratic Services to enable the Council to secure such discounts which may be available to it.

If, for reasons of urgency, a Member makes a booking direct and pays for the accommodation, reimbursement will be limited to the lower of actual cost or the maximum permitted rate and subject to the conditions set out in the above paragraph.

For conferences and any visits abroad, an estimate of the cost of subsistence must be calculated and approval sought from the Leader of the Council or his/her deputy prior to departure. Then subsistence will be paid as follows:

- Reasonable expenditure on production of receipted invoices.
- Normal subsistence rate for any period not covered by receipted invoices.

It is appreciated that, where conference organisers allocate accommodation in advance, the Member has no choice; in other cases, Members are asked to be reasonable in their choice of accommodation.

Travelling Expenses

The Council had determined that, within the limits laid down by regulations, the following scales of travelling expenses will apply:

Rail Travel

- Members should travel by standard class rail unless the Leader of the Council expressly states otherwise.
- Members must make travel arrangements through the Democratic Services Section or the Managing Director (except on grounds of urgency).

Air Travel

- Is permitted where it can be demonstrated to be more cost effective than alternative modes of transport in terms of saving in time, saving in overnight accommodation and subsistence costs. All bookings must be made through the Democratic Services except on the grounds of urgency after consultation with the Chief Financial Officer.

Use of Private Motor Vehicle

- Members who use their private motor vehicle in the course of their approved duties may claim reimbursement of costs in accordance with the rates set out for Officers for the relevant Municipal Year.

Hackney Carriage

- Hackney Carriage (taxi) fares or Private Hire Fares will be reimbursed on the production of a receipt as follows:
- Within the boundaries of the Tees Valley Authorities where no public transport is available (for example to reach a railway station or Redcar and Cleveland House when public transport is not available).
- Outside the boundaries of the Tees Valley Authorities. This is in recognition that generally public transport will not supply the door to door service needed on such occasions.

Hired Vehicles

- Where it is cost effective to do so hired vehicles may be used. Such hire should be arranged through Democratic Services (except in an emergency and in consultation with the Chief Financial Officer).

Other Incidental Travel Costs

- Actual expenditure will be reimbursed for costs incurred on tolls, ferries, and parking fees outside the Borough. Receipts must be obtained.
- Members who wish to purchase a long stay parking permits can do this via the salary sacrifice scheme. For those who wish to use the salary sacrifice scheme, deductions will be made over a period of 12 months.

8. PROVISION OF TELEPHONE AND MOBILE PHONES

The Council has agreed that telephone allowance be paid only to Members who cannot use or do not have a Council procured mobile phone / digital device. The annual sum is set out in Schedule 1.

The Council has agreed that Members of the Council are entitled to the use of a mobile phone / digital device. The device will be procured by the Council and the rental/call charges paid direct by the Council.

The device must be used solely for Council business and Members must sign a declaration to that effect for tax purposes.

9. TAX AND NATIONAL INSURANCE CONTRIBUTIONS

Members whose only employment is with the Authority will have tax deducted in accordance with the code supplied by the Inland Revenue.

Members who also have other employment may have their tax code applied to the other employment, and tax deducted at basic rate from payments made by this Authority, or they may have their coding split by the Inland Revenue.

Members who are self-employed will normally have tax deducted at basic rate.

More detailed information on allowable expenses for tax should be obtained from the Member's own Tax Office.

National Insurance Contributions are due if a Member received an amount over the lower earnings limit.

10. UNEMPLOYMENT AND OTHER DWP BENEFITS

A Member who is claiming any DWP benefits should notify their Benefit Office, as their right to receive the benefit may be affected by their income received as a Member.

A Member should declare any income received as a Member to the Housing and Council Tax Benefit Section, if they are in receipt of Housing Benefit and/or Council Tax Benefit.

11. COMBINED FIRE AUTHORITY

The constituent Authority is empowered to make payments of Attendance Allowance, and Travel and Subsistence Allowance where elected Members are performing duties authorised by the Council or the Combined Fire Authority. Therefore, Members are unable to claim expenses relating to e.g. Visits to Fire Stations or to visit the Chief Fire Officer, unless the duty is approved by the Combined Fire Authority.

12. TERMS OF OFFICE

Members of the "Old" Council retire on the 4th day after the election.

Retiring Councillors are entitled to the Basic Allowance and appropriate Special Responsibility Allowance up to and including the 4th day after the election.

Members of the "New" Council are entitled to the Basic Allowance from and including the 4th day after the election. Entitlement to appropriate SRA commences from the Annual Meeting at which Councillors are appointed to office carrying such SRA.

A Member elected at a by-election will take office on the day following the by-election.

13. FOREGOING ENTITLEMENT

A Member, upon giving notice in writing to the Chief Financial Officer, may elect to forego any part of his or her entitlement to an allowance under the Scheme.

Allowances foregone, must still be reported by a Member to the DWP when claiming DWP Benefits, as it may affect their entitlement. They should also report this to the Housing and Council Tax Benefit Section if they are in receipt of Housing Benefit and/or Council Tax Benefit.

14. MEMBERSHIP OF OUTSIDE BODIES

The current list may be amended from time to time by, for example, the inclusion of additional Outside Bodies or the deletion of existing ones. Members should, therefore, check with the Democratic Services Section who will retain the most up-to-date list.

Where the Council is required to make appointments to any new outside bodies, those appointments will be a function of the Borough Council, save for those where:

- a. the Outside Body in question requires the appointment of a Cabinet Member; or
- b. the Monitoring Officer, in consultation with all political group leaders, determines that the appointment should be an executive function, referring any disagreement on the issue for consideration via the formal route for constitutional changes.

The approved list is attached as Schedule 3.

15. CLAIMS AND PAYMENTS

Payments shall be made in respect of basic and special responsibility allowances and co-optees allowances in instalments of 1/12 of the amount specified in this scheme on the 25th of each month.

Reimbursements of travel and subsistence will be made on the 25th of each month on the submission of claims and appropriate receipts.

To enable the Authority to recover the VAT element on mileage paid a VAT receipt must be attached to mileage claims. Only one VAT receipt is required, however, that VAT receipt must be dated on or before the first journey on the claim form. If no VAT receipt is attached, then payroll will refuse to pay the claim.

All Members must provide the required driver documentation to comply with the Permitted Drive Policy. No mileage claim will be paid if the appropriate driver documentation has not been provided.

Reimbursement of expenses incurred to enable a Member to attend a meeting or other approved duty will be made following consideration by the Monitoring Officer and provided that it can be demonstrated that they have been necessarily incurred, and upon production of receipts.

Claims for travelling and Subsistence allowances should be submitted on a monthly basis. However, any claim for such allowances MUST be received within three months from the date on which the entitlement to that allowance arises.

Where a claim for such an allowance is received outside the three month period, the Authority shall exercise discretion as to whether payment shall be made.

Schedule 1 Members' Allowance Scheme

Schedule of Allowances Payable Municipal Year 2024/26

	Days	2024/26 £
Basic Allowance	77	10,527.20
Leader	170	23,223.41
Deputy Leader	91	12,428.26
Cabinet Member	78	10,658.04
Chair of Scrutiny & Improvement Committee: x 5	23	3,141.33
Vice Chair of Scrutiny & Improvement Committee: x 5	8	1,084.50
Chair of Regulatory Committee	39	5,322.81
Vice Chair of Regulatory Committee	16	2,181.48
Chair of Employment, Health & Safety Committee	23	3,143.45
Vice Chair of Employment, Health & Safety Committee	8	1,084.50
Chair of Governance Committee	17	2,322.59
Vice Chair of Governance Committee	5	683.11
Independent Co-Optee to Governance Committee	5	683.11
Group Leader	39	5,322.81
Mayor (includes Consort Allowance)	104	14,198.31
Deputy Mayor	26	3,552.70
Independent Person	Flat rat	551.10
Telephone Allowance	-	180.00

Schedule 2 Members' Allowance Scheme

Travel and Subsistence Rates

Travel and subsistence allowances for Members are payable on the same basis as applicable to Officers and subject to the same or similar requirements on the cost-effective use of public transport where reasonable.

Details can be found in the Council's published scheme.

Schedule 3 Members' Allowance Scheme

List of Outside Bodies & Community Organisations, Which Are An Approved Duty For The Payment Of Travel And Subsistence

NOTES:

1. The payment of travel and subsistence is intended only in respect of ordinary meetings of an Outside Body. Any Conferences organised by an Outside Body will not qualify for travel and subsistence, unless approval to attend has been given by the Cabinet. In addition, Outside Bodies may arrange some form of training in their work for the Council's representatives. Again, this will only qualify for travel and subsistence if approved by the Council.
2. The current list may be amended from time to time by, for example, the inclusion of additional Outside Bodies or the deletion of existing ones. Members should, therefore, check with the Democratic Services Section who will retain the most up-to-date list.

Association of North East Councils

- Collaborative Procurement Sub-Committee
- Culture Partnership
- Leaders and Mayors

Land of Iron (formerly Cleveland Ironstone Mining Museum)

Teesside International Airport Board

Hartlepool Power Station - Local Community Liaison Council

Historic England

Industrial Communities Alliance

Industry Nature Conservation Association (INCA)

Local Government Association - General Assembly

Merchant Navy Welfare Board

North East Regional Employers Organisation (NEREO)

North East Migration Partnership Members Forum

North Eastern Inshore Fisheries and Conservation Authority

North York Moors Local Access Forum

North Yorkshire & Cleveland Coastal Forum Executive

Northern Housing Consortium

Northumbria Regional Flood and Coastal Committee

PATROL (Parking and Traffic Regulations Outside London)

R&C Citizens Advice Bureau - Management Committee

R&C Domestic Abuse Partnership

R&C Schools Forum

R&C Town Twinning Management Committee

Sir William Turner's Hospital

South Tees Youth Justice Board - Executive

Standing Advisory Council for Religious Education (SACRE)

Tees Heritage Trust Ltd

TEWV Council of Governors

Teesside Heritage Trust Ltd

Teesside Pension Fund Panel

Examples of activities which do not qualify for travel and subsistence allowance include, but are not limited to:

- Members Attendance at Royal Garden Parties (With the exception of Mayor and Escort).
- Attendance at meetings of School Governors. Details of a separate scheme for School Governors can be obtained from the Director of Children and Families Governing Bodies Support Officer.

NOTE: The above are examples of activities which do not qualify for travel and subsistence allowance. This list is not exhaustive.