

SOLIHULL METROPOLITAN BOROUGH COUNCIL
Members' Allowances Scheme 2020 - 2022

Introduction

1. This scheme of allowances (“the Scheme”) is made this XX day of XXX 2020 in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003 and following consideration of the report of the Independent Remuneration Panel dated March 2020.
2. The Scheme applies for the payment of allowances to Members for the period from 1 April 2020 to 31 March 2022.
3. The Members’ Allowances Scheme previously approved by the Council is hereby revoked and ceases to exist after 31st March 2020 and shall be replaced by this scheme (Members’ Allowances Scheme 2020 - 2022).

Basic Allowance

4. For the period from 1st April 2020 to 31st March 2021 a Basic Allowance at the annual rate of £9,750 will be paid to each Councillor.

From 1 April 2021 to 31 March 2022 a Basic Allowance at the annual rate of £10,000 will be paid to each Councillor.

Special Responsibility Allowances

5. Special Responsibility Allowances will be paid as follows at the annual rates shown in the table below:-

	2020-21 <i>w.e.f. 1 April 2020</i>	2021-22 <i>w.e.f. 1 April 2021</i>
Special Responsibility Allowance (annual rates) *		
Leader of the Council	£23,567	£24,038
Deputy Leader of the Council	£11,312	£11,538
Cabinet Members	£9,427	£9,616
Chairmen, Overview & Scrutiny Boards	£7,541	£7,691
Chairman of Planning Committee	£7,541	£7,691
Chairman of Licensing Committee or Licensing Sub-Committee	£3,771	£3,846
Chairman of Governance Committee	£3,771	£3,846
Co-opted Chairman of Audit Committee	£804	£820
Member of Adoption Panel and Fostering Panel	£2,828	£2,885
Group Leader (10 or more Councillors)	£9,427	£9,616
Group Leader (5-9 Councillors)	£4,713	£4,808
Group Leader (less than 5 Councillors)	£2,357	£2,404
Spokesperson of a political group (Subject to the Political Group having at least the same number of Members as there are current places in the Cabinet)	£1,885	£1,922
Spokesperson of a political group (Where the Group has less Members than the number of current places in the Cabinet)	£944	£963

**Special Responsibility Allowances to be increased by 2% or the level of the 2020-21 staff pay award once determined, whichever is the greater, on 2019-20 rates to achieve rates for 2020-21. The rates above are based on 2% and may need to be re-calculated if the staff pay award exceeds 2%. The rates will be*

increased again for 2021-22 by 2% or the level of the 2021-22 staff pay award once determined, whichever is the greater.

Childcare/Dependants' Carers' Allowance

6. Allowances will be paid in respect of the expenses of a councillor in arranging for the care of their children or a dependant as are necessarily incurred for the purposes of the duties specified in Regulation 7 of the Local Authorities (Members' Allowances) (England) Regulations 2003 which for information are set out in Appendix 1 to the Scheme.
7. The allowance for childcare shall be the actual costs (supported by receipts) incurred not exceeding the hourly rate for the National Living Wage applicable to the age of the carer.
8. The allowance for dependants' carers' shall be at the Council's own hourly rate for Home Care Assistance for care of other dependants per hour for the time spent, to be paid only on the production of a receipt issued by a professional carer.
9. No member may claim for a childcare/dependants' carers' allowance unless details of the arrangements and their proposed cost have been notified in advance to the Chief Executive.

Travelling and subsistence allowance

10. Travelling allowances for the use of vehicles are payable for the purposes of the duties specified in Regulation 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003 which for information are set out in Appendix 1 to the Scheme.
11. The rates for travelling allowances in respect of the use of a private vehicle shall be the same as the rates which are applicable in the terms and conditions of employment of the Council's staff.
12. Members who travel by bicycle may claim an allowance at the rate of 20p per mile.
13. Members who travel by public transport should claim actual fares and may only claim first class rail fares in exceptional circumstances. In special circumstances, claims in respect of the use of taxis may be reimbursed.
14. Where a member has undertaken an approved duty an amount reasonably and necessarily expended for the purpose of meals and refreshments may be claimed in accordance with guidelines approved by the Council from time to time.

General

15. No Member may be paid more than one special responsibility allowance.
16. A Member who is a member of another authority may not receive allowances from more than one authority in respect of the same duties.
17. Payments in respect of basic and special responsibility allowances will be paid monthly in instalments of one twelfth of the amounts referred to above, one half of the monthly payment to be paid in arrear and one half to be paid in advance.
18. Payments will be made by direct transfer to a Members' bank/building society account and will be made on the 15th of the month or on the previous Friday if the 15th falls on a Saturday or Sunday.
19. A Members entitlement to payment of the basic and special responsibility allowances will be reduced pro-rata on ceasing to hold an office carrying a special responsibility, on ceasing to be a Councillor or in the event of the Scheme being amended by the Council.

20. A Member who does not wish to be paid all or any of the basic or special responsibility allowances must give notice, in writing, to the Chief Executive of the amount he or she wishes to forgo.
21. Where payment of any allowance has already been made in respect of any period during which a 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 that such part of the allowance as relates to any such period to be repaid to the Council.
22. Any travelling or subsistence allowance payable in respect of the responsibilities or duties from which a member is suspended or partially suspended may be withheld by the Council.
23. Claims for payment of the dependents' carers' allowance and travel and subsistence allowance must be made within the claim periods set out in Appendix 2.

APPROVED DUTIES FOR THE PURPOSE OF DEPENDANTS' CARERS AND TRAVELLING AND SUBSISTENCE ALLOWANCES ¹

- (a)(i) The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
 - (a)(ii) Attendance of a member at meetings of working parties and advisory groups constituted by the Council, or by or on behalf of the Cabinet (including any Cabinet Member);
 - (a)(iii) Attendance at seminars, training events and open days organised by or through the Council;
 - (a)(iv) Attendance at a meeting on Council premises with an officer of the Council for the purpose of receiving a briefing by officers on matters on business before any decision making body (including decisions by Cabinet Members) (excluding any meeting only for the purpose of raising matters on behalf of constituents);
 - (a)(v) Any specific duty on any occasion specifically approved by a Scrutiny Board, Committee, or Sub-Committee for the purpose of or in connection with the functions of that body.
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that -
- (i) Where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or
 - (ii) If the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
 - (d) The attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;
 - (e) The performance of any duty 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;
 - (f) The performance of any duty 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;
 - (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and

¹ The categories of approved duties are as set out in Regulations 7 and 8 of the Local Authorities (Members' Allowances) (England) Regulations 2003 Statutory Instrument No. 1021

- (h) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

Claim periods for travelling, subsistence and dependents' carers' allowances

2020			Pay Day
From	To		
24-Feb-20	22-Mar-20	31/03/20	15-Apr
23-Mar-20	26-Apr-20	30/04/20	15-May
27-Apr-20	24-May-20	29/05/20	15-Jun
25-May-20	28-Jun-20	30/06/20	15-Jul
29-Jun-20	26-Jul-20	31/07/20	14-Aug
27-Jul-20	23-Aug-20	30/08/20	15-Sep
24-Aug-20	27-Sep-20	30/09/20	15-Oct
28-Sep-20	25-Oct-20	30/10/20	13-Nov
26-Oct-20	22-Nov-20	30/11/20	15-Dec
2021			
23-Nov-20	27-Dec-20	31/12/20	15-Jan
28-Dec-20	24-Jan-21	29/01/21	15-Feb
25-Jan-21	28-Feb-21	26/02/21	15-Mar