



MEMBERS' ALLOWANCE SCHEME

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Summary of purpose	The purpose of this policy and procedure is to provide information and guidance on the operation of Maldon District Council's Member Allowances Scheme
Prepared by	Members Allowance Working Group
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MALDON DISTRICT
COUNCIL

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1. Introduction

- 1.1. Maldon District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 2003, hereby makes the following scheme.
- 1.2. This scheme may be cited as the Maldon District Council Members' Allowances Scheme and shall have effect from the above date.
- 1.3. Definitions in this scheme;
 - "Councillor" means an elected Member of the Maldon District Council
 - "Co-opted member" means a non-elected member of a Council Committee or Panel
 - "Approved duties" means any qualifying duty listed in section 10 of this Scheme.
- 1.4. Other duties may be approved by the Director of Resources Legal and Democratic Services Manager but only in advance of the event concerned taking place.

2. Allowances paid to Councillors

Members Allowances (£)	
Basic Allowance	£5065.96pa
Broadband Allowance	£220.00pa
Special Responsibility Allowance	
	% Of Basic Allowance
Leader of the Council	250%
Deputy Leader of the Council	100%
Leader of the Opposition	100%
Chairman of the Council	100%
Vice-Chairman of the Council	10%
Chairman of a main Committee	100%
Vice-Chairman of a main Committee	25%
Chairman of an Area Planning Committee	37.5%
Vice-Chairman of an Area Planning Committee	-
Chairman of the Overview and Scrutiny Committee	75%
Vice-Chairman of the Overview and Scrutiny Committee	-
Co-opted/independent allowance	
Co-opted/independent allowance	20%

The following are categorised as a "main Committee" as of November 2020:

- Performance, Governance & Audit Committee

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- Strategy & Resources Committee

There are also 3 area planning committees: Central Area, North Western Area & South Eastern Area.

- 2.1. Each Councillor shall be paid a Basic Allowance & Broadband Allowance.
- 2.2. Councillors who undertake a special responsibility shall be paid a Special Responsibility Allowance.
- 2.3. Each Councillor will qualify for only one Special Responsibility Allowance (the highest) regardless of the number of positions of responsibility.
- 2.4. Allowances (excluding Broadband) shall be increased annually in line with the annual staff pay awards.

3. Payment

- 3.1. The Basic Allowance and Special Responsibility Allowance shall be paid in twelve equal instalments (as far as possible) on the 22nd day of each month or thereabouts, subject to compliance with the part- year payment provisions set out in section 5.

4. Renunciation

- 4.1. A councillor may by notice in writing given to the Director of Resources elect to forego any part of their entitlement to allowances payable under this Scheme.

5. Part Year Entitlements

- 5.1. If the term of office or duties undertaken by a Councillor begins or ends part way through a year, or if amendment of the scheme during a year changes the amount to which a Councillor is entitled, then calculation of the allowance payable shall be on a pro-rata basis having regard to the proportion that the term of office, period of duty or relevant period of the scheme bears to the years in which it occurs.
- 5.2. Please notify the Programmes, Performance and Governance Manager of a change of office, so that this can be actioned.

6. Travelling and Subsistence Allowances

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- 6.1. Travelling and subsistence allowances in respect of approved duties undertaken by councillors are payable in accordance with the Schedule/Policies supporting this Scheme.
- 6.2. Reimbursement of expenditure incurred by members (a) in providing childcare arrangements and (b) on professional care for elderly, sick or dependant relatives to facilitate their attendance at approved duties of the Council is provided in accordance with the Schedule to this Scheme. Such payments are not covered by any special exemptions for taxation purposes. They are treated as emoluments (remuneration) of the office and will be taxed accordingly.

7. Indexation

- 7.1. The Basic Allowance and Special Responsibility Allowances shall be increased annually in line with the annual NJC agreed percentage pay increase from the national date of implementation.
- 7.2. The travelling and maximum subsistence allowances shall be increased annually in line with the local government officers' allowances.

8. Suspended Members or Withholding Allowances

- 8.1. Where a councillor is suspended or partially suspended from their duties or responsibilities that part of any allowance paid to them during the period of suspension may be withheld or be subject to repayment if the allowance has already been paid.
- 8.2. Where the Council specifies that training and development on a particular subject is mandatory for all Councillors or specified groups of Councillors, should that training and development not be undertaken the payment of the relevant Councillors allowances, including any Special Responsibility Allowance, shall be withheld until the Councillor has undertaken the required training and development.
- 8.3. Where payment of any allowance has already been made in respect of any period during which a Councillor either: -
 - (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,
- 8.4. The Council will require the Councillor to repay the allowance.

9. Policies

- 9.1. Members Maternity, Paternity, Shared Parental and Adoption Leave

9.2. Members Mileage & Expenses Policy

10. Approved Duties

- 10.1. Approved duties are those activities that qualify for the payment to elected members of travel and subsistence allowances incurred while performing those duties. They must relate to the discharge of the functions of the authority, or of any of their committees or sub-committees as defined in 10.2 to 10.5
- 10.2. The attendance at a meeting of the Council, and 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, provided the member has been appointed to that body by the Council
- 10.3. The attendance at any other meeting, the holding of which is authorised by the Council, a committee or sub-committee of the authority, including meetings of panels, working groups, and task and finish groups, provided it is a meeting to which at least two political groups have been invited to send or appoint representatives
- 10.4. The attendance of a representative appointed by the Council at a meeting of any association of authorities of which the Council is a member.
- 10.5. 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 outlined as follows:
 - In a member's capacity as a chair, vice chair, Cabinet Member or official Opposition Group spokesperson on a committee or Cabinet function, attendance at meetings with officers to discuss matters associated with the responsibilities of the committee or the Cabinet.
 - Attendance at a committee meeting as an officially appointed substitute for another member.
 - Attendance at training events organised by the Council, any of its member bodies or by an officer.
 - Attendance at conferences and seminars, where the Council has been invited to send an official representative or where a member body authorises the attendance.
 - Attendance at interview panels or other meetings held to short-list candidates for interview.
 - The giving of official evidence on behalf of the Council at judicial hearing or planning inquiries.
 - The attendance of a member of a committee at a site visit in connection with the discharge of that committee's functions.

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- Attendance by any member at a meeting of the Overview and Scrutiny Committee, where that committee requires the attendance of that member.