

# ***MEMBERS' ALLOWANCES***

## ***Scheme for Basic and Special Responsibility Allowances (2012)***

Chief Executive  
September 2012



INVESTOR IN PEOPLE

**Produced by  
GOVERNANCE SUPPORT**

## LONDON BOROUGH OF LEWISHAM

### SCHEME FOR BASIC AND SPECIAL RESPONSIBILITY ALLOWANCES

#### 1. General

Allowances may only be paid for duties specified in the Local Authorities (Members' Allowances)(England) Regulations 2003, which have been made in part under Section 18 of the Local Government and Housing Act 1989.

Provision is made for the following allowances:-

- (a) allowances which are both to meet expenses and to provide remuneration
  - (i) **basic allowance**
  - (ii) **special responsibility allowance**
- (b) allowances solely to meet expenses incurred
  - **travelling and subsistence allowances**
  - **telephone provision**

**MEMBERS ARE ADVISED THAT FROM MAY 2010 THE COUNCIL'S STANDARDS COMMITTEE HAS REQUIRED FULL DISCLOSURE OF ALL PAYMENTS MADE AND EXPENSES CLAIMED ON THE COUNCIL'S WEBSITE.**

## **LONDON BOROUGH OF LEWISHAM**

### **MEMBERS' ALLOWANCES SCHEME**

1. This scheme may be cited as the London Borough of Lewisham Members' Allowances Scheme, and shall have effect from 27 September 2012 and subsequent financial years.

2. In this scheme

“councillor” means a member of the London Borough of Lewisham who is a councillor;

“total estimated allowances” means the aggregate of the amounts estimated by the Executive Director for Resources, at the time when a payment of basic allowance or special responsibility allowance is made, to be payable under this scheme in relation to the relevant year, and for this purpose any election under paragraph 6 shall be disregarded;

“year” means the 12 months ending with 31 March.

3. **Basic Allowance**

Subject to paragraph 7, for each year a basic allowance shall be paid to each councillor. For the period commencing 27 September 2012 to 31 March 2013 this allowance is £9,812 per annum. In accordance with the decision of the Council on 30 June 2010 all allowances were frozen at their 2008/09 levels until further notice.

4. **Special Responsibility Allowances**

- (1) A special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the authority that are specified in Schedule 1 to this Scheme.

- (2) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

- (3) Only one special responsibility allowance is payable to a member.

5. **Financial Limits**

Any payment(s) under this scheme is subject to the amounts in respect of basic allowances and special responsibility allowances not exceeding that amount included in the revenue estimates for the relevant year.

6. **Renunciation**

A councillor may by notice in writing given to the Chief Executive elect to forego any part of his/her entitlement to an allowance under this Scheme.

## 7. **Part-year Entitlements**

- (1) The provisions of this paragraph regulate the entitlements of a councillor to basic and special responsibility allowances where, in the course of a 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.
- (2) For councillors who join or leave the authority part way through a financial year, or who take-up or relinquish special responsibilities in the course of the year, their entitlements are to be the appropriate proportion of the full-year entitlement. Likewise, if the Scheme is amended in the course of the financial year, the entitlements for basic and special responsibility allowances are to be the appropriate proportions of the full-year entitlements for the periods before and after the amendment comes into effect.

## 8. **Subsistence Allowances**

These allowances may be paid only in respect of an 'approved duty' if it involves an absence from home exceeding four hours and expenses on subsistence is necessarily incurred in connection with that duty. **It follows that a member must have incurred expense before a claim can be made and a receipt should accompany the claim.** All claim forms will be published on the website.

### 8.1 **Day Subsistence**

Where members are required to travel on Council business outside the Greater London area, and meals are not provided, then subsistence allowances may be claimed as follows:

Lunch maximum £7  
Evening Meal maximum £10

Reimbursement of the cost of an evening meal will be made only where the business meeting extends beyond 8.30 p.m.

Where members are required to stay overnight and meals are not provided with the accommodation, up to £30 may be claimed to cover the cost of all meals.

Where employees are required to visit abroad on Council business and meals are not provided with the accommodation, up to £50 may be claimed per day to cover the cost of all meals and taxi fares etc.

When claiming subsistence allowances receipts for expenditure must be presented.

## 8.2 **Overnight Subsistence**

The costs of Meetings or Conferences requiring members to be absent overnight from home will either be met directly by the authority or reimbursed upon submission of a valid claim and actual receipts. The costs to the authority of all Conferences or overnight stays will be published on the website and attributed to the Members concerned.

## 9. **Travel Allowance**

The Council has agreed that a flat rate mileage equivalent to the casual user rate paid to officers, will be paid when members use their private car for those 'approved duties' set out in Schedule 2 if the duty takes place outside the Borough of Lewisham.

It is expected that members will always use public transport if possible. The conditions and rates of travelling allowance for the use of private vehicles, hire cars and taxis are set out in detail in Appendix A. **Receipts should be provided to support claims. All claim forms received may be reproduced on the Council's website.**

Members are advised to ensure that their personal car insurance covers them for Council business use if they use their vehicle to travel to approved duties.

The Council cannot provide official transport for members unless they are on civic business authorised by the Head of Business and Committee or the Business and Civic Manager, or where it is considered reasonable and economic to do so for a group of members travelling together.

## 10. **Carer's Allowance**

A carer's allowance is payable to elected members and voting and non-voting co-opted members for the duties specified in the list of approved duties as follows:-

- (i) care arranged by members on an 'ad-hoc' basis at the prevailing hourly rate of the London Living Wage £8.55 per hour, plus travelling expenses.

Claims should be made on the appropriate forms which are available from the Head of Committee Business at the appropriate meeting, or the Members' Room.

## 11. **Telephone Charges**

Every member can be supplied with a broadband line, which includes a voice phone line which can be used exclusively for enquiries by constituents and

for Council business. If this is the case the cost of this computer and phone line will be paid in full by the Council. If you already have a broadband line this can also be used for Council work.

However, if you do not wish to take advantage of this proposal, you will be reimbursed the cost of the basic rental charge for the telephone at your home address, plus the VAT on the basic rental charge. In this case an additional payment of £50 per annum will be made to each member as a contribution towards the cost of telephone calls. An amount of £12.50 will be added to each claim for payment of a quarterly telephone rental charge.

Where mobile telephones or similar devices are allotted to Members, any non Council usage must be identified and the Council reimbursed.

12. **National Insurance Contributions/Statutory Record and Statutory Sick Pay (SSP)**

The lower earnings limit in 2012/13 is £464 in any one month. National insurance contributions will be payable if the allowances due to a member in respect of any one month reaches this figure.

13. **Tax and Benefits**

A guide to the latest rules on Social Security Benefits and Tax Credits as they relate to Councillors, which has been produced by the Local Government Information Unit, is held by the Head of Business & Committee in the Civic Suite, extension 49327. It explains which allowances are taxable and how being a councillor can affect the benefits which you or your partner claim.

14. **Claims for Allowances**

**A claim for travel and subsistence allowances under this scheme shall be made in writing within six months of the date of the meeting in respect of which the entitlement to the allowance arises.** Therefore any claims which relate to an attendance at a meeting which is not held within the preceding six months will not be paid. Any claim shall be made monthly in arrears and on the official forms. A simple form for claims for travel and subsistence is used and a supply is available in the Members' Room.

Responsibility for inserting details of any 'approved duty' during the period in question rests with individual members. Every claim shall include a statement that the member is not entitled to receive remuneration in respect of the matter to which the claim relates otherwise than under the Scheme.

Any claims received shall be subject to a check to ensure they fall within the list of Approved Duties. Any regarded as not admissible will be deleted and members will be informed.

Completed forms should be submitted to the Head of Committee Business, Governance Support, who will deal with any queries a member may wish to raise.

15. **Payments in respect of Basic and Special Responsibility Allowances**

Payments in respect of basic and special responsibility allowances shall be made in instalments of one-twelfth of the amount specified in this Scheme on the 18th day of each month.

Members should retain this document and the accompanying lists so that reference may be made to them when preparing claims.

16. **Register of Allowances**

Particulars of all allowances paid to, or on behalf of, a member have by law to be entered in a Register which is open to inspection by any elector for the Borough. This register is maintained by the Head of Business and Committee, Governance Support. Furthermore, the Council is required to publish details of the allowances scheme and to publish after the year end the total sum paid under the scheme to each member in respect of each of the allowances paid i.e. basic and special responsibility allowances.

Additionally all expenses claim forms submitted by Members as well as details of costs incurred directly by the authority on behalf of Members, will be published on the Council's website.

17. **Local Government Pension Scheme**

All members of the Council under the age of 75 years are entitled to admission to the Local Government Pension Scheme without any qualifying period, and both basic and special responsibility allowances will be counted as pensionable pay.

Lewisham Town Hall  
Catford  
SE6 4RU  
September 2012

Barry Quirk  
Chief Executive

## **SCHEDULE 1**

### **SPECIAL RESPONSIBILITY ALLOWANCES**

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances:

	£
Mayor	77,722
Deputy Mayor	40,600
All other Executive members	15,298
Chair of Council	6,130
Chair of Overview & Scrutiny Committee	12,260
Chairs of Overview & Scrutiny Select Committees	6,130
Chairs of Planning Committees (3)	6,130
Chair of Strategic Planning Committee	6,130
Chair of Licensing Committees	6,130
Leaders of Political Groups or Chair of the Labour Group if 15 or more members	5,275
Leaders of Political Groups or Chair of the Labour Group if less than 15 members	3,165
Chair of the Standards Committee	1,000
Co-optees on the Council's Standards Committee, Audit Panel and parent governors and diocesan representatives who sit on the Overview & Scrutiny Education Business Panel and the Children and Young People Select Committee	600

## SCHEDULE 2

### APPROVED DUTIES

The activities set out are 'approved duty' for the purposes of payment of travel and subsistence allowances when meetings take place outside the Borough of Lewisham.

Ackroyd Community Centre Management Committee

Adoption and Permanency Panel

Age Concern Lewisham

Age Exchange Reminiscence Theatre

Albany 2001 Council of Management

Appointments Committee

Audit Panel

Beckenham Place Park Working Party

Blackheath Concert Halls - Board of Management

Blackheath Joint Working Party

Catford Regeneration Partnership Board

Children & Young People Select Committee

Children and Young People Stakeholders Forum

Community Operations Service for Mental Health

Constitution Working Party

Corporate Parenting Group

Council Meeting

Council Urgency Committee

Deptford Challenge Trust

Dressington Day Centre

Elections Committee

EqualiTeam Lewisham

Forest Hill and Sydenham Voluntary Service Association

Greater London Enterprise

Greater London Provincial Council

Green Chain Joint Committee

Groundwork London

Groundwork Local Authority Strategic Input Board

Healthier Communities Select Committee

Health and Safety Committee

Housing Joint Partnership Board

Housing Select Committee (time limited)

Investment Sub-Committee

Lewisham Citizen's Advice Bureau Management Committee

Lewisham Disability Coalition

Lewisham Education Partnership Board

Lewisham Environment Trust

Lewisham Health Partnership

Lewisham Homes Board

Lewisham Local History Council/Society

Lewisham Pensioner's Forum Management Committee

Lewisham Community/Police Consultative Group

Lewisham Schools for the Future Holdings Ltd. (HOLDCO)

Lewisham Schools for the Future SPV Ltd.

Licensing Committee

Licensing (Supplementary) Committee

Local Assemblies

Local Authorities Action for South Africa - National Steering Committee

Local Government Association - General Assembly

Local Government Association - High Ethnicity Authorities Special Interest Group

Local Strategic Partnership

London Accident Prevention Council

London Councils

- (i) Leader's Committee
- (ii) Culture & Tourism and 2012 Forum
- (iii) Children Young People and Families
- (iv) Transport & Environment Committee
- (v) Economic Development Forum
- (vi) Housing Panel
- (vii) Health & Social Care Forum
- (viii) Community Safety & Policing Forum
- (ix) Grants Committee

London Youth Games

Marsha Phoenix Memorial Trust

Mayor and Cabinet

Mayor and Cabinet (Contracts)

New Deal for Communities Board

Overview & Scrutiny Committee

Overview & Scrutiny Business Panel

Overview & Scrutiny (Education) Business Panel

Overview & Scrutiny Sub-Committee(s)

Pensions Investment Committee

Phoenix Community Housing Association

Planning Committee (A)

Planning Committee (B)

Planning Committee (C)

Public Accounts Select Committee

Reserve Forces and Cadets Association

SACRE

Safer & Stronger Communities Select Committee

Shadow Health and Well Being Board

Silwood SRB Management Board

Social Services (Access to Personal Files) Panel

Social Services Complaints and Representations Panel

South East Enterprise Ltd.

South East London Combined Heat and Power (SELCHP) Board

South East London Transport Strategy Group

South East London Waste Disposal Group

Standing Advisory Council on Religious Education

St Mary's Centre Management Committee

Strategic Planning Committee

Standards Committee

Sustainable Development Select Committee

Thames Gateway London Partnership

Urban Renaissance in Lewisham SEB Board

Voluntary Action Lewisham

Wide Horizons Education Trust

Works Council

## TRAVEL ALLOWANCE - CONDITIONS AND RATES

### 1. Mileage

- 1.1 The mileage to be paid for is from home (i.e. the normal place of residence) to the place where the approved duty takes place; and the return journey home.
- 1.2 If a member travels to the approved duty from another place (e.g. their place of work), this mileage can be paid for, provided it is less than it would be from home.
- 1.3 Exceptionally, if the member travels to the place of the duty from a place other than home and necessarily returns to the same place after the duty, the actual mileage for both journeys can be paid.
- 1.4 Again exceptionally, if the cost of the fare by public transport between the other place of the duty is greater than the cost to the member would have been in travelling to and from home, the cost can be paid.

### 2. Taxis

- 2.1 Members may claim for taxi fares only when returning from late night meetings where public transport is not available, and where appropriate by members with a relevant disability. In the case of dispute, the Standards Committee should be asked to arbitrate.
- 2.2 If a taxi is used the fare will have to be paid at the time and a claim submitted to the Head of Committee Business giving details of the journey and the approved duty involved. Members are reminded that waiting time is charged for and should consider whether it will be cheaper to pay on arrival and re-hire for the return journey.

### 3. Self-Drive Hire Cars

The rate payable is the same as that payable for the use of a member's private car.

### 4. Rates

The rates per mile payable for travel by private car, motor cycle and bicycle are:-

#### 4.1 Motor Cycles

- |     |                              |       |
|-----|------------------------------|-------|
| (a) | Solo M/C not exceeding 150cc | 7.3p  |
| (b) | Solo M/C from 151-500cc      | 10.7p |
| (c) | Over 500cc                   | 14.5p |

(Note: the cc is shown in the Vehicle Licensing Document)

4.2 Motor Cars

Up to 999cc	42.9p per mile
1000cc and above	47.7p per mile

4.3 Bicycles

14p per mile

4.4 Passengers

An additional 1.0p per mile may be paid for each passenger to whom travel allowance would otherwise be payable, up to 4 passengers.

4.5 Tolls, Ferries or Parking Fees

The actual cost may be paid.