

# **PART 6**

## **MEMBERS' ALLOWANCES SCHEME**

Rother District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme. This scheme shall apply for the municipal year 2023-2024.

### **1. Basic Allowance**

- a) Subject to the provisions of this scheme, for each year a basic allowance shall be paid to each Councillor as set out in Schedule 1.
- b) Such allowance payable to all 38 Councillors is intended to recognise the time devoted by them to their work, including attendance at meetings of the Council, Cabinet, Committees, Sub-Committees, Steering Groups and Task and Finish Groups, representation of the Council on outside bodies, meetings with constituents and all incidental costs such as the use of their private telephones and internet connection. The Basic Allowance is also set to reflect an element of voluntary public service.
- c) The Basic Allowance may be increased each year at the start of each new civic year in May by agreement of Rother District Council, having regard to the advice of the Independent Remuneration Panel. The Independent Remuneration Panel may make a recommendation for an increase to apply over multiple years. Following each annual increase, the amount will be either rounded up or down to the nearest full pound.

### **2. Dependent/Childcare Allowance**

- a) A Dependent/Childcare Allowance is available to Councillors under which they will be reimbursed up to £14.00 per hour for the care of dependents and up to £10.42 per hour for childcare, based on actual payments made up to these limits.
- b) This allowance is available in respect of costs necessarily incurred in making arrangements for the care, usually other than by members of their own household, of children or other dependents living with them in order to enable them to perform their duties.
- c) A family member may be paid the dependent/childcare allowance in exceptional circumstances with agreement from the Chief Executive or Monitoring Officer.
- d) The qualifying period includes time spent during the hand-over of care and the travel time to and from duties, not just the actual hours spent conducting duties.
- e) The Chief Executive, or in their absence the Monitoring Officer, can agree to pay a higher dependent/childcare allowance rate on a case-by-case basis. A record of the reasons for the higher rate and agreement to pay the higher rate must be set out in writing.

### **3. Special Responsibility Allowances**

- a) Subject to the provisions of this scheme, for each year a Special Responsibility Allowance (SRA) shall be paid to those Councillors who hold the special responsibilities in relation to the Council and in the amounts that are specified in Schedule 1 to this scheme.

- b) Such allowances are intended to recognise the responsibility taken on by those Councillors who have significant extra duties, but are also set to reflect an element of voluntary public service.
- c) No Member shall be in receipt of more than one SRA at any one time. Should a Member be conducting two roles that attract a SRA, the higher of the two SRAs will be payable.
- d) The SRAs will be increased each year in May, by agreement of Rother District Council, having regard to the advice of the Independent Remuneration Panel. Following each annual increase, the amounts will be either rounded up or down to the nearest full pound. The Independent Remuneration Panel may make a recommendation for an increase to apply over multiple years.
- e) The SRA in respect of designated Cabinet Spokespersons / Member Champions is only payable provided that the Member is not in receipt of any other SRA and there being no more than five spokespersons attracting an SRA payment at any one time.

#### **4. Co-optees Allowances**

- a) Subject to the provisions of this scheme, a co-optees' allowance shall be paid to those persons appointed to the Council's Audit and Standards Committee who are not Members of the Council.
- b) Such allowances shall be paid to these persons in the amounts that are specified in Schedule 2 to this scheme.
- c) Such allowances are intended to recognise the time devoted by such persons but are also set to reflect an element of voluntary public service.

#### **5. Renunciation**

A Councillor or other recipient of an allowance may elect to forego any part of their entitlement to an allowance under this scheme by giving notice to the Chief Finance Officer.

#### **6. Allowance Increases**

If an amendment to this scheme is made which affects payment of a basic allowance, an SRA or a co-optees' allowance in the year in which the payment is made, the new value shall apply from the day the amendment takes effect.

#### **7. Part-year Entitlement**

Where the term of office of a Councillor or other Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor or other Member to a basic and/or SRA or co-optees' allowance shall be reduced to reflect the number of the days in the period that the allowance applies.

#### **8. Travelling and Subsistence Allowances**

- a) Councillors or other Members are entitled to receive travelling and subsistence allowances at the rates specified in Schedule 3 to this scheme where they necessarily incur expenditure for the purpose of enabling them to perform an approved duty.

- b) For paying travelling and subsistence allowances an approved duty comprises attendance at:
- The bodies set out within Schedule 4 to this scheme by the Member or Members specifically appointed thereto as the Council's representative.
  - Formal site inspections by Members of the Planning Committee (and by Members of other Committees in the case of joint inspections) provided these have been resolved by the Planning Committee or any other Committee as a necessary incidence of consideration of a planning application.
- c) For paying travelling allowance only, an approved duty comprises attendance at:
- The Cabinet or any Council Committee, Sub-Committee, Steering Group and Task and Finish Group etc., (whether or not specifically appointed thereto) by any Member.
  - Any other meetings or visits within the Rother District by any Member provided that it is considered by the Member to be necessary in the furtherance of their duties as a Councillor and subject to any claims in connection therewith being countersigned by the appropriate Group Leader before submission to the Council for payment. In the case of claims by Group Leaders, countersignature will be required from the Chief Executive.
  - Any other meetings or visits outside of the Rother District by any Member provided that it is considered by the Member to be necessary in the furtherance of their duties as a Councillor and subject to the prior approval of the Leader of the Council and any claims in connection therewith being countersigned by the Leader of the Council before submission to the Council for payment. In the case of visits by the Leader the prior approval and subsequent countersignature of the Chief Executive will be required.

## **9. Repayment of Allowances Paid**

Where an Allowance has already been made in respect of any period during which the Councillor concerned ceases to be a Councillor or is in any other way not entitled to receive an Allowance in respect of that period, the Councillor shall repay to the Council such part of the Allowance as relates to any such period.

## **10. Claims and Payments**

Payments shall be made in respect of basic, special responsibility and co-optees' allowances monthly on or about the 20<sup>th</sup> day of each month and in respect of other allowances (i.e. travel and subsistence), on or about the 20<sup>th</sup> day of each month in respect of claim forms received by the Payroll Administrator by no later than the fifth day of each month.

## SCHEDULE 1

### Basic Allowance

YEAR £ (per annum)			
2023-24	2024-25	2025-26	2026-27
4,938.00			

### Special Responsibility Allowances

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

SRA	YEAR £ (per annum)			
	2023-24	2024-25	2025-26	2026-27
Leader of the Council (1) (including leadership of majority Political Group and membership of Cabinet)	14,814.00			
Deputy Leader of the Council (1) (including membership of Cabinet)	4,938.00			
Other Cabinet Members (9)	3,259.00			
Chair of Overview and Scrutiny Committee (1)	3,259.00			
Vice-Chair of Overview and Scrutiny Committee (1)	494.00			
Chair of Planning Committee (1)	3,259.00			
Vice-Chair of Planning Committee (1)	494.00			
Chair of Audit and Standards Committee (1)	1,630.00			
Chair of Licensing and General Purposes Committee (1)	1,630.00			
Opposition Group Leader	1,630.00			
Designated Cabinet Spokesperson / Member Champions (5 max)	564.00			
Other Group Leaders	494.00			

## SCHEDULE 2

CO-OPTees' ALLOWANCES (Other non-District Councillor) / Standards Committee Members	YEAR £ (per annum)			
	2023-24	2024-25	2025-26	2026-27
One Independent Person (Audit)	954.00			
Two Independent Persons (Standards)	379.00			
Two Parish and Town Council Representatives	214.00			

## SCHEDULE 3

<b>TRAVELLING ALLOWANCES</b>	<b>YEAR £ (rate per mile)</b>			
	2023-24	2024-25	2025-26	2026-27
Cars (plus an additional 5p/per mile per passenger carried)*	<b>45p</b>			
Motorcycles	<b>24p</b>			
Cycles	<b>20p</b>			
Public Transport (paid at the standard class rail and / or bus fare)	<b>Standard Rate</b>			

Travelling Allowances for both the approved mileage and passenger mileage rates will be fixed in line with HM Revenue & Customs 'Approved Mileage Allowance Payments' from 2023-2027.

\* The additional 5p passenger allowance can only be claimed where other Members are the passenger.

<b>SUBSISTENCE ALLOWANCES</b>	<b>YEAR £ (rate)</b>			
	2023-24	2024-25	2025-26	2026-27
Breakfast	<b>6.10</b>			
Lunch	<b>8.50</b>			
Tea	<b>3.60</b>			
Dinner	<b>12.10</b>			

## SCHEDULE 4

1066 Country Member Liaison Group  
A21 Reference Group  
Action in Rural Sussex  
Battle Abbey Liaison Group  
Battle Area Sports Centre Management Committee  
Bexhill Museum Limited (formerly Society of Bexhill Museums)  
Combe Valley Community Interest Company  
Connecting Hastings and Rother Together, Local Action Group\*  
De La Warr Pavilion Charitable Trust  
District Councils' Network  
Dungeness Power Station Site Stakeholders Group  
East Sussex Energy, Infrastructure & Development Ltd  
East Sussex Health and Wellbeing Board  
East Sussex Health Overview and Scrutiny Committee  
East Sussex Strategic Partnership  
Hastings Advice and Representation Centre  
Harbour of Rye Advisory Committee  
Hastings and Bexhill Renaissance Ltd (SEASPACE)  
Hastings and Rother Mediation Service  
Hastings and Rother Task Force (formerly Hastings and Bexhill Task Force)  
Hastings Furniture Service  
High Weald Area of Outstanding Natural Beauty Forum / Joint Advisory Committee  
Local Government Association  
Local Government Association – Coastal Issues Special Interest Group  
Pevensey and Cuckmere Water Level Management Board  
Police & Crime Commissioner Panel  
Romney Marshes Area Internal Drainage Board  
Romney Marsh Partnership  
Rother District Citizens Advice Bureau  
Rother Local Strategic Partnership  
Rother Voluntary Action  
Rural Rother Trust  
Rye Chamber of Commerce  
Rye Harbour Nature Reserve Management Committee  
Rye Partnership  
Rye Sports Centre Advisory Committee  
Safer Rother Partnership  
South East Employers  
The Sussex Local General Panel  
Team East Sussex (TES)  
Tourism South East

\*remove from list on 1 July 2023