



# **Members' Allowances Scheme for the Municipal Year 2019-2020**

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### URDU

اس دستاویز میں شامل مٹی و مٹکاخال صہ درخوبلں تکی ے جل ے پ پخت تلف نیوں اور فار ہٹوں شہ کلیوں ( ہیں دستی اب ے۔ ٹی ڈی ٹی ٹرک ٹکوان سلک ے فاس ربرٹ ے مواصلات سفون نمبر 01768817817 پر ربط کریں پر ای ہلکریں۔ [communication@eden.gov.uk](mailto:communication@eden.gov.uk)

## **Members' Allowances Scheme 2019-2020**

Eden District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following Scheme, which was approved by resolution of the Council on 20 April 2017. The Scheme is unchanged except for any indexation (see paragraph 16 below) and agreement of Approved Duties (see Schedule 2).

### **1. Eden District Council Members' Allowances Scheme**

This Scheme may be cited as the Eden District Council Members' Allowances Scheme, and shall have effect from 9 May 2019 for the 2019-2020 Municipal Year.

### **2. Meanings in the Scheme**

**'Member'** means a member of Eden District Council who is a Councillor.

**'Year'** means the period beginning on the first day of any Municipal Year and ending with the last day of that Municipal Year.

**'Municipal Year'** means a period of time commencing with the Annual Meeting of the Council.

### **3. Basic Allowance**

Subject to paragraph 12, for each year, or part thereof, a Basic Allowance of £3,864 shall be paid to each Member.

### **4. Special Responsibility Allowance**

- i For each year, a Special Responsibility Allowance shall be paid to those Members who hold the special responsibilities in relation to the District Council, as are specified in Schedule 1 to this Scheme.
- ii Subject to paragraph 12, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.
- iii No Member shall be entitled to be paid more than one Special Responsibility Allowance at any one time and, in the event that a Member undertakes more than one special responsibility at a time, the higher/highest allowance will be paid.

### **5. Child Care Allowance and Dependent Carer's Allowance**

A Child Care Allowance and a Dependent Carer's Allowance shall be payable based upon reimbursement of actual receipted costs, subject to prior agreement with the Assistant Director Finance. The allowance is payable to any Member who incurs expenditure in respect of child or dependent relative care whilst undertaking the qualifying duties specified in Schedule 2.

## **6. Travel Allowance and Subsistence Allowance**

No subsistence allowance shall be payable, except where an overnight stay is required. If an overnight stay is required, a Member can claim the actual reasonable cost of any meals necessarily taken away from home and the actual reasonable cost of any accommodation.

Travel allowance is payable for duties set out in Schedule 2 and shall be as follows:

- **public transport** – reimbursement of actual costs incurred (for rail, restricted to second class travel: unless authorised by the Leader and Chief Executive)
- **private transport** – see Schedule 3

## **7. Co-optees**

Any co-optees, as permitted by the Council's Constitution, shall be paid Special Responsibility Allowance and Travel and Child Care Allowances on the same basis as any Member of the Council.

Co-optees shall be paid an allowance of £112.20 per annum.

## **8. Pensions**

No Member of the Council shall be eligible to join the Local Government Pension Scheme.

## **9. Backdating**

There is no backdating. All provisions come into effect from 9 May 2019 for the 2019-2020 Municipal Year.

## **10. Suspension of Allowances**

Where a Member is suspended, or partially suspended from his responsibilities or duties as a Member of the Council, in accordance with Part III of the Local Government Act 2000, that part of any allowance payable to him under this Scheme will be withheld. Subject to the outcome of any investigation, any amount suspended or recouped may be reimbursed.

## **11. Renunciation**

A Member may, by notice in writing given to the Assistant Director Finance, elect to forego any part of his entitlement to an allowance under this Scheme.

## **12. Part-Year Entitlements**

- i The provisions of this paragraph shall have effect to regulate the entitlements of a Member to Basic and Special Responsibility Allowances where, in the course of a year, this Scheme is amended, or that Member becomes, or ceases to be a Member, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.

- ii If an amendment to this Scheme changes the amount to which a Member is entitled by way of a Basic Allowance or a Special Responsibility Allowance, in relation to each of the periods:
  - a beginning with the Municipal Year and ending with the day before that on which the first amendment in that year takes effect; or
  - b beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) in the year

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- iii If an amendment to this Scheme changes the duties specified in Schedule 2 to this Scheme, the entitlement to such an allowance shall be to the payment of the amount of the allowance under the Scheme as it has effect when the duty is carried out.
- iv Where the term of office of a Member begins or ends otherwise than at the beginning or end of a Municipal Year, the entitlement of that Member to a Basic Allowance shall be to the payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- v Where this Scheme is amended, as mentioned in sub-paragraph ii, and the term of office of a Member does not subsist throughout the period mentioned in sub-paragraph ii a, the entitlement of any such Member to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Member subsists bears to the number of days in that period.
- vi Where a Member has during part of, but not throughout a Municipal Year, such special responsibilities as entitles him or her to a Special Responsibility Allowance, that Member's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- vii Where this Scheme is amended, as mentioned in sub-paragraph ii, and a Member has during part, but does not have throughout the whole of any period, mentioned in sub-paragraph ii a of that paragraph any such special responsibilities as entitles him or her to a Special Responsibility Allowance, that Member's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

### **13. Claims and Payments**

Any claim for allowances under this Scheme shall be made on the form provided by the Assistant Director Finance within two months of the end of the month in which the entitlement to the allowance arose.

### **14. Payment Shall Be Made**

- i a In respect of Basic and Special Responsibility Allowances, subject to subparagraph ii, in instalments of one-twelfth of the amount specified in this Scheme, on the twenty-eighth day of each month, or the working day immediately preceding that date
- b In respect of other allowances, on the twenty-eighth day of each month following the receipt of a claim, providing such claim is received no later than the seventh day of that month.
- ii Where a payment of one-twelfth of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the Member receiving more than the amount to which, by virtue of paragraph 12, he or she is entitled, the payment shall be restricted to such an amount as will ensure that no more is paid than the amount to which he or she is entitled.

### **15. Period of Scheme**

In agreeing this Scheme the Council accepted the recommendation of the Independent Remuneration Panel that the Scheme should run for a period of four years, subject to the agreed indexation: see section 16 below.

### **16. Indexation of Allowances**

In agreeing this Scheme, the Council accepted the recommendation of the Independent Remuneration Panel that the allowances payable should be uplifted annually by the agreed staff pay award. The allowances have been set at 2019-2020 price levels.

## Schedule 1: Special Responsibility Allowance

The following are specified as the special responsibilities in respect of which Special Responsibility Allowance is payable and the amount of the allowance:

	£
Chairman of Council	644
Leader	11,592
Deputy Leader	4,830
Executive Member	4,830
Chairman of Scrutiny Co-ordinating Board	1,932
Chairman of Scrutiny Committee	1,288
Chairman of Planning Committee	3,864
Chairman of Licensing Committee	644
Chairman of Accounts and Governance Committee	1,288
Group Leader: Largest Group	322
Group Leader: Next Largest Group	161
Co-optees	112.20

NB: No more than one Special Responsibility Allowance is payable to any one Member.

## Schedule 2: Approved Duties

The following duties are specified as Approved Duties for the purpose of travel allowance and subsistence allowance:

1. Attendance at meetings of:
  - a The District Council
  - b The Executive
  - c Committees and Sub-Committees of the District Council
  - d Working Groups and Panels established by the Executive, Committee, or Sub-Committee of the District Council on which the Member sits, or is entitled to attend under the Council's Standing Orders, including formal, or informal meetings, authorised by any of the above:
    - for the purpose of inspecting sites or visiting sites or establishments
    - for the purpose of presentations or submissions being made about its functions and/or workand providing that Members of at least two political groups have been invited to attend such meetings
  - e Site visits requested by the Planning Committee where the Member is invited to attend as Ward Member
  - f Parish council meetings within a Member's ward, as long as the Member is not a member of that parish council
2. With the agreement of the Executive, Committee/Sub-Committee, or the prior agreement of its Chairman, attendance by a Member at a meeting of a Committee/Sub-Committee on which he/she does not sit, where he/she attends as a representative of another Committee/Sub-Committee/Working Party and so on, or where business affecting that Member's Ward is to be discussed.
3. Attendance at meetings with one or more other local authorities or health authorities.
4. Attendance at meetings between representatives of the County Council and of other Local Authorities, Government departments, or distinguished visitors, where the holding of such meetings has been authorised by the Council, the Executive, or by a Committee or Sub-Committee.
5. Attendance at public meetings concerning a Council service where the holding of such meetings has been authorised by the Council, the Executive, or by the relevant Committee or Sub-Committee.

6. Attendance by single Members to carry out:
- duties under the Council's Standing Orders
  - the role of designated Council champions. These are:

Role
Armed Forces
Children and Young People
Older People

7. Attendance at a Member training or development event (authorised by the Director of Corporate Services, provided that Members of at least two political groups have been invited to attend.
8. Attendance at conferences and meetings to which Section 175 of the Local Government Act 1972 applies, where such attendance has been approved by:
- the relevant Executive or Committee or Sub-Committee concerned; or
  - in cases of urgency, by the Leader or Deputy Leader
9. An Executive Member, Chairman, a Vice-Chairman of a Committee, Sub-Committee, Panel, Working Group or a Group Leader visiting:
- a Chief Officer or his/her authorised representative on matters concerning the Portfolio/Committee/Sub-Committee, or Group;
  - a project, site, or establishment relating to the service of the Committee/Sub-Committee, or to a Group, with a Chief Officer, or his/her authorised representative, or with the prior approval of the Leader or Deputy Leader,
10. Official duties undertaken by the Chairman and the Vice-Chairman of the Council or their substitutes.
11. Attendance by Members at a hospitality function, exhibition, open day at Council premises or similar events, authorised in advance by the Assistant Director Finance in consultation with the Leader, as approved for the payment of travelling and subsistence allowances.
12. Attendance by a Member of the Executive at any meeting or event (authorised by the Executive) at which the Member is, or would be representing, the Council or its interests.
13. Attendance as the Council's appointee/nominee at meetings of the following bodies set out on the Council's Approved List of Outside Bodies (as approved by Council on 9 May 2019) and any Committees, Sub-Committees, Working Groups and so on of such bodies. These are as follows:

14. Members of the Executive be appointed to the outside bodies identified below:

<b>Outside Body</b>	<b>Portfolio Holder</b>
Carlisle and Eden Community Safety Partnership	Communities
Cumbria County Superannuation Fund Forum	Resources
Cumbria Housing Group	Housing and Health
Cumbria Leadership Board	Leader
Cumbria Public Health Alliance	Housing and Health
Cumbria Strategic Waste Partnership	Services
Cumbria Tourism Executive Board	Commercial Services
Eden Health and Wellbeing Forum	Housing and Health
Eden Tourism Network	Commercial Services
Integrated Care Community Leadership Team	Housing and Health
Joint Cumbrian Districts	Leader
Local Government Association	Leader
North West Housing Forum Executive	Housing and Health
Sparsity Partnership for Authorities delivering rural services (SPARSE)	Commercial Services

15. The following Members be appointed to the remaining outside bodies:

<b>Outside Body</b>	<b>Member</b>
Alston Moor Partnership (including the Townscape Heritage Initiative Steering Group and Alston Moor Partnership Board) – 1 representative	L Sharp
Cumbria Health and Wellbeing Scrutiny Committee – 1 representative and 1 standing deputy	M Hanley L Sharp (Standing Deputy)
Cumbria Local Nature Partnership – 1 representative	A Ross
Cumbria Police and Crime Panel – 1 representative	D Holden
Eden Access Forum - 1 representative	J Raine
Eden Health and Wellbeing Forum – 1 representation and 1 standing deputy (should be the same representatives as Cumbria Health and Wellbeing Scrutiny Committee)	M Hanley L Sharp (Standing Deputy)
Greenwich Leisure Limited Eden Board – 2 representatives	D Banks P Connor
Lake District National Park Authority (4 year appointment) – 1 representative	J Derbyshire
Lake District National Park Partnership	D Smith
North Pennines Area of Outstanding Natural Beauty Partnership – 1 representative	M Robinson
Omega Proteins Liaison Group – 3 representatives	M Eyles V Taylor J Thompson
Parking and Traffic Regulations Outside London Adjudication Committee – 1 representative	M Eyles
Yorkshire Dales National Park Authority (4 year appointment) – 1 representative	S Lancaster

16. That Councillor Greenwood be appointed to the Multi-Agency Appleby Fair Strategic Co-ordinating Group.
17. That Councillor Robinson be appointed to the Cumbria County Council LEP Scrutiny Board.
18. The Members below be appointed as Member Champions:

<b>Member Champion Role</b>	<b>Nomination</b>
Armed Forces	Councillor Thompson
Children and Young People	Councillor Sharp
Older People	Councillor Clark

**Any Member attending any other body to which they are invited as a Councillor must be aware that they attend in their personal capacity as an elected Member and not as a representative of the Council and that such attendance is not an Approved Duty.**

### Schedule 3: Mileage Rates Payable

#### **a Motor Cars\***

Mileage rates will be the same as those for officer Casual Users (Out-of-County journeys are paid at a reduced rate as for Casual Users), except that all cars over 1000cc will be paid the rate for 1000cc to 1199cc, plus 12p per mile for every passenger. (The passenger must be another Member who is also attending as an Approved Duty).

\* *If a Member is incapacitated and is not able to drive, the Assistant Director Finance can authorise the cost of public transport, taxi fares, or private hire fares, subject to:*

- *the contribution only relating to Approved Duties, as set out in Schedule 2;*
- *all contributions claimed being supported by receipts for the full cost of the taxi journeys;*
- *a maximum amount payable in any year of the Member's Basic Allowance.*

#### **b Motor Bikes**

Mileage rates will be the same as those for officer Casual Users, which are set nationally.

#### **c Bicycles**

A rate of 20p per mile will be paid.