

Part 6 – Scheme of Members’ Allowances

1.0 Scheme of Allowances

1.1 Introduction

The North Norfolk District Council, in exercise of the powers conferred by the Local Authorities (Members Allowances) (England) Regulations 2003 (as amended) hereby makes the following scheme:

1.2 Title

This scheme may be cited as the North Norfolk District Council Members Allowances Scheme and shall have effect from 1 April 2008, and subsequent years.

1.3 Interpretation

In this scheme:

‘Councillor’ means an elected member of the North Norfolk District Council and independent co-opted members appointed by the Council.

‘Year’ means the twelve months ending 31st March.

2.0 Structure

The allowances scheme is designed to positively reflect the level of responsibility, time and commitment afforded by the councillor in the discharge of their duty. It is recognised that such duty involves a commitment and responsibility to the ward constituents, fellow councillors and the wider population of the district, and to outside organisations.

2.1 Basic and Special Responsibility Allowances

The Scheme (which is laid out in Section 6) provides for a Basic Allowance for all Members, added to which is an additional Allowance to certain Members with special responsibilities calculated by means of a multiplier.

2.2 Carer's Allowance

A carer's allowance (detailed in Section 6) will be payable to a Member where it is necessary for the Member to employ a carer to enable him/her to attend meetings of the Council and its Committees, and where no such allowance is payable to the Member from any other source.

3.0 Claims and Payments

The administration of the scheme satisfies the requirement of simplicity and transparency.

3.1 Claims

Annual remuneration will be determined as soon as the relevant positions are filled after the annual meeting of the Council.

3.2 Payments

The allowances will be paid to each councillor in twelve instalments via the monthly pay run. Monthly travel and subsistence claims will continue to be submitted by Councillors.

3.3 Travel Claims

Travel expenses will be paid, in accordance with national rates, for attendance at approved duties (as detailed at section 4). Such claims shall be submitted, on the appropriate claim form, to the member support unit by the 5th day of the following month, in order that payment can be made one month in arrears.

3.4 Changes and Part Year Entitlements

A Councillor who accepts or relinquishes any stated position or role identified in the scheme, and which attracts a level of remuneration, shall have their entitlement to remuneration adjusted on a pro rata basis. Councillors shall notify Democratic Services, in writing, as soon as any such change is foreseen.

Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, their entitlement to such remuneration as their responsibilities attract shall be calculated on a pro-rata basis.

3.5 Renunciation

A Councillor may, by notice in writing to the Chief Executive, elect to forego all or part of their entitlement to an allowance under this scheme.

3.6 Suspension

Where a member is suspended or partially suspended from their responsibilities or duties in accordance with Part III of the Local Government Act 2000, or regulations made under that part, the part of the basic allowance or travel expenses payable to him/her in respect of the period for which he/she is suspended or partially suspended may be withheld by the Council.

3.7 Verification

A list of approved appointments will be maintained (section 4) in order that a random and independent verification of both travel and subsistence can be performed.

Effective working should ensure that a Councillor's specialist knowledge and interests are matched with the bodies they represent. In order to maximise the effectiveness of outside representation:

- 3.7.1 outside bodies are linked to a 'parent' committee or working party
- 3.7.2 the structure and mechanisms for reporting back to council will be defined
- 3.7.3 the method and frequency of such reporting will be defined

4.0 Approved Duties for Travel and Subsistence Expenses

The following are considered to be approved duties for the claiming of travelling and subsistence expenses, calculated in accordance with the prevailing national levels:

- 4.1 Attendance by Members at meetings of full council, committees, Council Assembly, panels and working parties, together with the Joint Staff Consultative Committee and Judicial Board;
- 4.2 Attendance by Members at meetings of the Cabinet and Scrutiny Committee irrespective of committee membership;
- 4.3 Attendance by Members assisting the Council in pursuing rightful responsibilities or representational views, including site meetings and duties recognised by the Council or its committees;
- 4.4 Attendance at any of the outside bodies listed at section 7.0 to which Members have been appointed to represent the Council. Any amendments required to this list shall be made by the Council.

Where Members represent the Council on outside bodies which pay travel and subsistence allowances to these Members in respect of these duties, but the rates of travel and subsistence are lower than those which would otherwise be paid by the Council to Members under this Scheme, the Council will reimburse those Members the difference between the rates paid by the outside body and the rates that would have otherwise been payable by the Council.

5.0 Application of the Scheme

In the application of the scheme the following details are adopted:

5.1 Substitutes

The scheme does not remunerate for substitutes, except for payment of travel and subsistence.

5.2 Co-Optees

Payment of travel and subsistence will be made to co-optees where appropriate. The Independent Chair of the Standards Committee will receive an allowance as detailed in the table below. Co-opted and parish members of the Standards Committee will receive payment of £50 per half day seminar for attending hearings.

5.3 Conferences and Seminars

Conference fees will be paid from the central training budget. Travel expenses and subsistence will be paid, within prevailing national levels, and subject to an upper ceiling to be determined annually. This is to be in line with the agreed officers scheme.

6.0 Schedule of Allowances

The following schedules set out the levels of allowances payable to Members:

	Multiplier	£ per annum
Basic Allowance for Members not in receipt of any of the special duty allowances listed below:	1	4,000
Cabinet Member	2.33	9,200
Member Champions	1.25	5,553
Scrutiny Chair	1.67	6,680
Regulatory Chair (planning, licensing & audit)	1.67	6,680
Independent Chair of the Standards Committee	0.67	2,680
Chairman of Council	1.33	5,320
Leader of Council	3	12,000
Leader of the Main Opposition Group	1.67	6,680
Carer's allowance – set at the prevailing level of the national minimum wage		

NOTE: The basic members' allowance will be revised on an annual basis in accordance with the Local Government pay award.

7.0 Review

This scheme will be reviewed at least every four years from the date of commencement.