

SECTION 6 - MEMBERS' ALLOWANCES SCHEME

PART 1 - CURRENT MEMBERS ALLOWANCES' SCHEME

This outlines the arrangements in Sutton for paying allowances to Councillors and other persons who are Committee members. The amounts are reviewed from time to time following a report from an Independent Remuneration Panel established by London Councils. The current amounts are set out in below in Appendix A.

1. Basic Allowance

All Councillors receive a monthly basic allowance. Councillors are entitled to receive it from the date on which they make a declaration of acceptance of office until they cease to be a Councillor. Basic allowance is paid to recognise the time devoted to carrying out the responsibilities as an elected Councillor, attending and preparing for meetings, representing the Council on outside bodies, representing individual constituents and representing local community interests. It also covers the cost of travelling within the borough and other incidental costs, e.g. use of private telephones. The allowance will be increased or decreased by the amount of the annual local government pay settlement each year. A job profile for a Councillor is set out in Appendix B to this scheme.

2. Special Responsibility Allowance

Councillors who have special responsibilities within the Council are eligible to claim special responsibility allowances. The posts that attract special responsibility allowance and the amount paid are set out in Appendix A to this scheme.

Councillors may only claim special responsibility allowance in respect of one post. Where two or more posts are held, only the higher or highest qualifying allowance is paid. The allowance will be increased or decreased by the amount of the annual local government pay settlement each year. Job profiles for those Councillors who receive special responsibility allowance are set out in Appendix B.

Where Councillors who receive special responsibility allowance payments are unable to perform their duties due to sickness, maternity or paternity leave, they are allowed to continue to claim their allowance. The allowance will also be paid to any other Councillor who is carrying out the duties on their behalf, subject to the condition that no Councillor can receive more than one special responsibility allowance.

3. Conferences

Councillors may not claim an allowance to attend a conference. However, where the attendance has been approved by the Council, the conference fees, travel and subsistence costs incurred are reimbursable.

4. Mayor's and Deputy Mayor's Allowance

The Mayor and Deputy Mayor receive separate allowances as set out in Appendix A to this scheme.

5. Co-optees' Allowance

The Co-optees' allowance will not be paid to members of the Council's Committees and Sub-Committees who are not Councillors. However, Co-Opted Members are entitled to claim a travel allowance when on Council business both inside and outside the borough.

6. Travel and Subsistence

Councillors may only claim reimbursement of travel costs when the journey goes outside the London Borough of Sutton.

The Council can reimburse subsistence to a set limit when the meeting attended or duty carried out is on a list of approved duties. These are only payable when the expense has been incurred.

The current schedule of approved duties in Sutton for which Members can claim is set out in Appendix C. The travel and subsistence allowances mirror those paid to officers and will automatically be increased or reduced in line with any change in the officer allowances scheme.

7. Support for a Councillor with a Disability

The Council will provide support for disabled Councillors, where appropriate, by actively discussing an individual's needs and putting in place the necessary support mechanisms wherever practicable. Some of these mechanisms may include support outside of this scheme, for example in providing transport support within the Borough.

8. Dependent Carers' Allowance

The Council has also agreed to the payment of an allowance to Members to cover the cost of providing care for children or dependents whilst engaged on approved Council duties. The amount of allowance will be £10.20 per hour subject to a maximum weekly payment of £76.50, equivalent to 7.5 hours care per week. This allowance may only be claimed in respect of caring for children aged 15 or under or in respect of other dependents where there is medical or social work evidence that care is required. Only one weekly payment may be claimed in respect of the household of each member, except in special circumstances to be judged by the Council's Audit and Governance Committee. The allowance will only be paid as a reimbursement of incurred expenditure against receipts. It will not be payable to a member of the claimant's own household. Any dispute as to entitlement and any

allegation of abuse will be referred to the Council's Audit and Governance Committee for adjudication.

9. How to Claim for Travel, Subsistence and Dependent Carers' Allowances

To ensure prompt payment Members are asked to submit their fully completed claim forms monthly alongside any other claims they may submit. They should be sent to committeeservices@sutton.gov.uk. The ultimate responsibility for the accuracy of any claims rests upon each individual claimant. A record of all payments made is open to public inspection and the right to examine claims is exercised from time to time by the press and public. The Chief Internal Auditor (020 8770 5260) will be pleased to answer any questions on this aspect. Any claim must be made within six months of the date of incurring the expenditure.

10. Payments made direct to Bank Accounts

As payments will be made monthly all claimants are requested to provide an account into which the payments can be paid at the end of the month.

A payment slip will be sent to claimants showing the amount paid into their account, together with the appropriate deductions.

Members with pay queries should contact the HR Helpdesk on 020 8770 5751 or email hrhelpdesk@sutton.gov.uk

11. Taxation

Tax will be deducted in accordance with instructions received from HMRC. Claimants will be supplied with a statement of tax deducted at the end of the tax year. If members have queries relating to taxation they should contact the Inland Revenue directly.

12. Amendments to this Scheme

Any amendments made to this scheme will be automatically backdated to 1 April of the year in question.

13. Claiming Allowances from more than one Authority

Where a Councillor is also a member of another authority, that Councillor may not receive allowances from more than one authority in respect of the same duties.

14. Foregoing the Allowances

Any person entitled to receive an allowance may, by notice in writing to the Chief Executive, elect to forgo their entitlement or any part of their entitlement to allowances.

15. Time Limits for claiming Allowances

All claims for travel, subsistence or dependent carers' allowances must be made within six months of the date of incurring the expenditure.

PART 2: APPENDIX A – ALLOWANCES: RATES

The current rates for allowances for Members are as follows:

| Basic Allowance | Per Annum |
|------------------------|------------------|
| Each Councillor | £10,945 |

| Special Responsibility Allowance | Per Annum |
|---|------------------|
| Leader of the Council | £42,890 |
| Deputy Leader of the Council | £29,218 |
| Principal Opposition Group Leader | £15,836 |
| Mayor | £11,154 |
| Deputy Mayor | £3,014 |
| Lead Member for Resources | £18,678 |
| Standing Committee Chairs | £18,678 |
| Standing Committee Vice-Chairs | £9,510 |
| Audit and Governance Committee Chair | £9,510 |
| Audit and Governance Committee Vice-Chair | £5,576 |
| Licensing Committee Chair | £10,935 |
| Local Committee Chair | £9,510 |
| Pension Committee Chair | £5,576 |
| Planning Committee Chair | £12,889 |
| Planning Committee Vice-Chair | £9,510 |
| Scrutiny Committee Chair | £12,889 |
| Scrutiny Committee Vice-Chair | £9,510 |

Dependent Carers Allowance

£10.20 per hour subject to a maximum weekly payment of £76.50.

Travel and Subsistence

For journeys outside of the London Borough of Sutton, Councillors are expected to use public transport and claim the fare.

APPENDIX H

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|---|--------------|
| Motor Mileage Allowance | |
| All cars | 45p per mile |
| All motorcycles | 24p per mile |
| Day Subsistence Allowances | |
| Breakfast Allowance (more than 4 hours away from normal place of residence before 11 am) | £4.75 |
| Lunch Allowance (more than 4 hours away from normal place of residence, including the lunchtime between 12 noon and 2 pm) | £6.55 |
| Tea Allowance (more than 4 hours away from the normal place of residence including the period 3 pm to 6 pm) | £2.58 |
| Evening Meal Allowance (more than 4 hours away from normal place of residence ending after 7 pm) | £8.11 |

The rate of level of mileage allowances will be automatically updated to reflect any changes to HMRC approved rates for business mileage incurred in a privately owned vehicle.

Overnight Subsistence Allowance

Pay the actual cost of the accommodation.

PART 3 - APPENDIX B - COUNCILLOR ROLE PROFILES**Purposes**

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward to which the Councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on outside bodies, such as a charitable trusts and neighbourhood associations.

Key Tasks

1. To fulfil the statutory and locally determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the Full Council (e.g. setting budget, overall priorities, and strategy).

2. To participate effectively as a member of any Committee or Panel to which the Councillor is appointed, including related responsibilities for the services falling within the Committee's (or Panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working. This could include the chairing of Sub-Committees or task groups set up by the Committee.
3. To participate in the activities of any outside body to which the Councillor is appointed, providing two-way communication between the organisations. Also, for the purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority including, where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area – and service-based consultative processes with the community and with other organisations.
6. To represent the authority to the community, and the community to the authority, through the various forums available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To contribute constructively to open government and democratic renewal through active encouragement to the community to participate generally in the government of the area.
10. To participate in the activities of any political group of which the Councillor is a member.
11. To undertake necessary training and development programmes as agreed by the authority.
12. To be accountable for his/her actions.

Role Profiles of Councillors who receive Special Responsibility Allowances

Leader of the Council

Purpose

To provide political leadership, to propose a policy framework and budget and to have overall responsibility for key functions within the agreed policy framework.

Key Tasks

To undertake the functions of a Councillor and also:

- to provide leadership within the Council;
- to undertake responsibility for developing and proposing overall strategy, budget, policy arrangements and service reviews;
- to represent the Council in the community and in discussions and negotiations with regional, national and international organisations and others in relation to the pursuit of matters of interest to the authority and its community;
- to chair Strategy and Resources Committee and to take responsibility, individually or collectively, for any specific portfolio that is allocated, including providing a political lead on and proposing new policy, strategy, programming, budget and service standards, as well as acting as spokesperson for the authority.

Deputy Leader of the Council

Purpose

To fulfil the purposes of a Councillor and also:

- to take responsibility within Strategy and Resources Committee on the basis of individual or collective or joint responsibility for a service or function of the authority;
- to assist the Leader of the Council as the designated Deputy Leader.

Key Tasks

To undertake the functions of a Councillor and also:

- to assist the Leader of the Council in the formal processes of the authority and matters of leadership of the authority including
 - developing and proposing overall strategy, budget, policy arrangements and service reviews and
 - representing the authority in the community and in discussions and negotiations with regional, national and international organisations and others in relation to the pursuit of matters of interest to the authority and its community;
 - to participate in Strategy and Resources Committee and to implement agreed policies by taking responsibility, individually or collectively, for any portfolio that is allocated, including providing a lead on and proposing new policy, strategy, programming, budget and service standards as well as acting as spokesperson within and outside the authority for the service/function

Leader, Principal Opposition Group*Purpose*

To carry out the functions of a Councillor and also:

- to lead the principal opposition group on the Council

Key Tasks

To undertake the tasks of a Councillor and also:

- to lead the Council's formal opposition, including scrutiny of the majority group's administration of the authority and act as spokesperson for the opposition group of which he/she is leader;
- to co-ordinate the participation of the principal opposition group in the business of the Council by organising that group's members, liaising with officers and other political groups as appropriate.

Committee Chairs*Purpose*

To carry out the functions of a Councillor and also:

- to lead the work of their Committee of the authority.

Key Tasks

To undertake the functions of a Councillor and also:

- to participate fully in the work of the Committee they chair and to implement agreed policies by taking responsibility, individually or collectively, for the work of that Committee including providing a lead on and proposing new policy, strategy, programming, budget and service standards as well as acting as spokesperson within and outside the authority for the services/functions that are within the responsibilities of the Committee.
- to lead the work of the Committee of the authority and to chair that Committee, including working with officers to determine a programme of work.

Lead-Councillors*Purpose*

To carry out the functions of a Councillor and also:

- to take responsibility on the basis of individual or collective responsibility, for a specific service or function of the authority;

Key Tasks

To undertake the functions of a Councillor and also:

- to participate in the relevant Committee and to implement agreed policies by taking responsibility, individually or collectively, for any portfolio that is allocated including providing a lead on and proposing new policy, strategy, programming, budget and service standards as well as acting as spokesperson within and outside the authority for the service/function.

Committee Vice Chairs

Purpose

To carry out the functions of a Councillor and also:

- to deputise for and support the Chair of the Committee and take responsibility for any tasks that the Chair asks to be undertaken.

Key Tasks

To undertake the functions of a Councillor and also:

- To deputise for and support the Chair of the Committee
- To undertake and take responsibility for any specific tasks that the postholder is asked to carry out

Chairs of Local Committees

Purpose

To carry out the functions of a Councillor and also:

- to lead the work of a Local Committee of the authority;

Key Tasks

To undertake the functions of a Councillor and also:

- to lead the work of a Local Committee of the authority and to chair that Committee, including
- working with officers to determine a programme of work,
- representing the area within and outside the authority as necessary.

Chair of Scrutiny Committee

Purpose

To carry out the functions of a Councillor and also:

- to lead the work of the Scrutiny Committee of the authority that is geared to the delivery or review of a service or the discharge or review of a function of the authority, Safer Sutton Partnership or the Health Service;

Key Tasks

To undertake the functions of a Councillor and also:

- to lead the work of the Scrutiny Committee of the authority geared to the monitoring, review and scrutiny of a service or function of the authority
- to chair that Committee including working with officers to determine a programme of work of monitoring and performance reviews.
- to lead the work on health scrutiny geared to the monitoring, review and scrutiny of a service or function of the authority or health authorities in the borough and of the policies and decision making of the authority; or
- to lead the work on crime and disorder, geared to the monitoring, review and scrutiny of a service or function contained in the Police & Justice Act 2006.
- to lead the work on flood risk management function as contained within the Localism Act 2011.

Chair of Planning Committee*Purpose*

To carry out the functions of a Councillor and also:

- to lead the work of the Planning Committee of the authority in taking decisions on planning applications and other planning regulatory matters.

Key Tasks

To undertake the functions of a Councillor and also:

- to lead the work of a Planning Committee of the authority in considering and taking decisions on planning applications and other such planning regulatory matters that are the responsibility of that Committee
- to chair that Committee, including working with officers to determine a programme of work.

Chair of Licensing Committee*Purpose*

To carry out the functions of a Councillor and also:

- to lead the work of the Licensing Committee of the authority in taking decisions on licensing and gambling applications.

Key Tasks

To undertake the functions of a Councillor and also:

- to lead the work of a Licensing Committee of the authority in considering and taking decisions on licences and gambling applications that are the responsibility of that Committee
- to chair that Committee, including working with officers and partners to determine a programme of work.

Chair of Pension Committee*Purpose*

To carry out the functions of a Councillor and also:

- to lead the work of the Pension Committee that is responsible for all matters relating to the Council's Pension Fund.

Key Tasks

To undertake the functions of a Councillor and also:

- to lead the work of the Pension Committee of the authority responsible for all matters relating to the Council's Pension Fund.
- to chair that Committee including working with officers to determine a programme of work.

Chair of Audit and Governance Committee

Purpose

To lead the work of the Audit and Governance Committee that is responsible for promoting and maintaining high standards of conduct and probity for all Councillors, co-opted members, other members of Council Committees and joint Committees, members of Council sponsored bodies, and Council representatives on other organisations, assisting those members to observe Sutton's Code of Conduct, and considering allegations of breaches of Sutton's Code of Conduct.

Key Tasks

To lead the work of the Audit and Governance Committee and also:

- to chair that Committee including working with officers to determine a programme of work.
- promote and maintain high standards of conduct and probity for all Councillors, co-opted members, other members of Council Committees and joint Committees, members of Council sponsored bodies, and Council representatives on other organisations,
- assisting those members to observe Sutton's Code of Conduct.

Vice Chair of Audit and Governance Committee

Purpose

To carry out the functions of a Councillor and also:

- to lead the work of an Audit Committee of the authority that is geared to carry out the Audit Committee function, based on CIPFA guidance.

Key Tasks

To undertake the functions of a Councillor and also:

- to lead the work of an Audit Committee of the authority geared to carry out the Audit Committee function, based on CIPFA guidance.
- to chair those parts of the agenda relating to audit matters, including working with officers to determine a programme of work.

The Mayor

Purpose

To carry out the functions of a Councillor and also:

- To carry out an ambassadorial and promotional role on behalf of the borough.
- To uphold and promote the purposes of the Constitution and to interpret the Constitution when necessary.
- To preside over meetings of the Council so that its business can be carried out efficiently having regard to the rights of Councillors and the interests of the community.
- To promote public involvement in the Council's activities.
- To attend civic and community functions as the civic representative.

The Deputy Mayor*Purpose*

To carry out the functions of a Councillor and also:

- To deputise for the Mayor in the following duties
 - To carry out an ambassadorial and promotional role on behalf of the borough.
 - To uphold and promote the purposes of the constitution and to interpret the constitution when necessary.
 - To preside over meetings of the Council so that its business can be carried out efficiently having regard to the rights of Councillors and the interests of the community.
 - To promote public involvement in the Council's activities.
 - To attend civic and community functions.

PART 4 - APPENDIX C - LIST OF APPROVED DUTIES FOR CLAIMING CARERS ALLOWANCE, TRAVEL AND SUBSISTENCE

1. Attendance previously approved by the Committee concerned at meetings with representatives of other local authorities, Government departments and other official bodies.
2. Meetings that a Councillor is appointed to attend as a representative of a local authority association.
3. Attendance at any Public Inquiry when giving evidence on behalf of the Council.
4. Conferences that a Councillor is appointed to attend.
5. Meetings of all other bodies to which Councillors are appointed as a representative of the Council or a Committee. These include: Committees and Sub-Committees of the Council, Joint Committees with other local authorities, Advisory Committees, Joint Committees with Staff, working panels, steering groups, advisory groups and outside bodies (appointed to by the Council).