

PART 8

MEMBERS ALLOWANCE SCHEME

The London Borough of Brent, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991, the Local Authorities (Members' Allowances) (Amendment) Regulations 1995, the Local Authorities (Members' Allowances) (England) Regulations 2001 and the Local Government Act 1972, hereby makes the following Scheme.

Introduction

1. This is The London Borough of Brent Members' Allowances Scheme. The allowances in Schedule 1 shall become effective from 1st June 2002 and will continue (subject to paragraph 10) until a further decision of the Council. For the period 1 April 2002 to 31 May 2002 the allowances set out in the Brent Members' Allowances Scheme commencing 1 April 2001 shall apply on a pro rata basis in so far as they are relevant.

Interpretation

In this Scheme

"Councillor" means a member of the London Borough of Brent who is a Councillor.

"Year" means a period of 12 months ended 31 March.

"Week-day" means a day between Monday and Friday (inclusive).

Basic Allowance

2. Subject to Paragraph 9, for each year a basic allowance as set out in Schedule 1 of this Scheme shall be paid to each Councillor.

Special Responsibility Allowances

3.
 - (1) For each year, a Special Responsibility Allowance shall be paid to those Councillors who have the Special Responsibilities in relation to the authority that are specified in Schedule 1 of this Scheme.
 - (2) Subject to Paragraph 9, the amount of each such Allowance shall be the amount specified against that Special Responsibility in Schedule 1.
 - (3) No member shall receive more than one Special Responsibility allowance.

Conference Attendance Allowance

4. Attendance at a conference which is both non-commercial and non-political and whose purpose relates to the interests of Brent and/or its inhabitants, where the Councillor has been appointed as a representative by the Council or the Executive (or a Committee of the Council), or where approval has been obtained from the Democratic Services Manager, in consultation with the Leader or the relevant Committee Chair.
 - (1) For each such duty, the Attendance Allowance payable shall be £80.00 per day.
 - (2) No Councillor shall be entitled to payment of more than one Attendance Allowance in respect of any period of 24 hours beginning, at 3.00 a.m.

- (3) No such allowance shall be payable in respect of any duty in relation to which the Councillor is entitled to a payment in the nature of an allowance from any other body.
- (4) No such allowance shall be payable if such a payment would be contrary to a provision made by, or under any enactment.

Travel and Subsistence Allowances

- 5. (1) Subject to Paragraph 9, travel and subsistence allowances shall be paid to each Councillor in respect of each occasion on which the Councillor carried out the following approved duties:
 - (i) Attendance at a daytime, weekday meeting of the full Council
 - (ii) Attendance at a daytime weekday meeting of a committee or sub-committee of the Council where the Councillor is a member or alternate of the committee or sub committee.
 - (iii) Attendance at a daytime, weekday meeting of a Body listed in schedule II (or a Committee or Sub-Committee of a Body); where the Councillor is appointed as a representative of the Council.
 - (iv) Attendance at a conference within paragraph 4.
 - (v) Duties undertaken on behalf of the Council in pursuance of any standing order requiring a Councillor to be present when tender documents are opened, where the Councillor has been specifically brought in by the Democratic Services Manager
 - (vi) Duties undertaken on behalf of the Council requiring a Councillor to sign legal documents, where the Councillor has been specifically brought in by the Democratic Services Manager
 - (vii) Any other duty undertaken by the Leader, Deputy Leader, Executive Member or Chair of a Main Committee or which is both connected with the Authority's functions and approved by the Democratic Services Manager, in consultation with the Leader of the Executive or the relevant chair.
- (2) For each such duty, Travel and Subsistence Allowances shall be payable at the maximum rate specified by the Secretaries of State for the Environment and Wales under Section 174 of the Local Government Act 1972 in the Appendix to Joint Circular 1/86, as amended annually by the Secretaries of State, except that motor vehicle rates shall be set at a flat 32.5 pence per mile.
- (3) Travel Allowances shall also be payable for attending any meeting of the Council where a Councillor has to make a journey in excess of 30 miles (one way) at the maximum rate specified by the Secretaries of State in the Appendix to Joint Circular 1/86, as amended annually. Where the journey involves travel other than from England and Wales, the Council has agreed that the saving in time is so substantial as to justify travel by air.
- (4) No such allowance shall be payable in respect of any duty in relation to which the Councillor is entitled to a payment in the nature of an allowance from any other body.

- (5) No such allowance shall be payable if such a payment would be contrary to a provision made by, or under any enactment.

Civic dignitaries

6. In accordance with the necessary tax dispensation, for each year the allowances set out in schedule 1 shall be paid to the Mayor and Deputy Mayor to meet the expenses of their office and the following allowances shall be retained in the Democratic Services Manager budget.
- Mayoral and civic expenses £5,290

Renunciation

7. A Councillor may, by notice in writing given to the Democratic Services Manager, elect to forego any part of their entitlement to an allowance under this Scheme.

Part-year Entitlements

8. In so far as this scheme has effect for only part of a year or where, in the course of a year, this Scheme is amended or a 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, the entitlement to such an allowance shall be to such part of the allowance as bears to the whole in the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.

Claims and Payments

9. (1) A claim for travel or subsistence allowance under this Scheme shall be made in writing within two months of the date on which the duty in respect of which the entitlement to the allowance arises.
- (2) Payments shall be made:
- (a) in respect of Basic and Special Responsibility Allowances, subject to Sub-Paragraph 4, in instalments of one-twelfth of the amount specified in this Scheme on a day each month as determined by the Democratic Services Manager.
 - (b) in respect of Mayoral and Deputy Mayoral allowances, in accordance with a scheme for which a tax dispensation has been given.
 - (c) in respect of travel and subsistence allowances, on the day as determined by the Democratic Services Manager in respect of claims received up to the last day of the preceding month.
- (3) Council shall agree annually on a cash limit for travel and subsistence allowances; and payments relating to duties undertaken in each financial year shall not exceed that amount.
- (4) 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 Councillor receiving more or less than the amount to which, by virtue of Paragraph 8, he or she is entitled, the payment shall be such

amount as will ensure that no more or no less is paid than the amount to which he or she is entitled.

- (5) A record of all payments made under this Scheme showing recipient, nature and amount shall be maintained and made available for public inspection.

Annual Uplift

- 10. Basic, special and civic allowances payable under this Scheme shall be increased with effect from each April by a percentage equal to the inflation pay award to NJC officers in the previous financial year, unless otherwise determined by the Council.

SCHEDULE 1

ALLOWANCE	Number of Posts/Amount	Total
BASIC Payable to all Councillors	63 x 7,000	441,000
SPECIAL RESPONSIBILITY Only one special responsibility will be payable to any one member.		
Post		
Leader	1 x 32,000	32,000
Executive Members Deputy Leader Other Executive Members	1 x 22,400 8 x 13,600	131,200
Chairs of main Overview and Scrutiny Committees	2 x 11,000	22,000
Chair of council committees Planning <i>General Purposes</i>	1 x 12,000 1 x 5,600	17,600
Leader of 1 st opposition	1 x 11,500	11,500
Chairs of consultative forums	12 x 4,340	52,080
Vice chairs of council committees Planning	1 x 1,920	1,920
Chair of sub-committee Licensing Pension Fund	1 x 1,920 1 x 1,920	3,840
Opposition spokesman On Overview Committee	1 x 1,920	1,920
Deputy of 1 st opposition party	1 x 3,840	3,840
Leader of 2 nd opposition party	1 x 4,420	4,420
Whip of main party	1 x 8,000	8,000
Whip of main opposition party	1 x 5,000	5,000
Whip of 2 nd opposition party	1 x 1,920	1,920
	TOTAL for Basic and Special Responsibilities	738,240
CIVIC RESPONSIBILITY		
Mayor	1 x 6,920	6,920
Deputy Mayor	1 x 5,093	5,093
	TOTAL	12,013

SCHEDULE 2

The following are specified as the Bodies approved for the purposes of paragraph 4(iii) of this Scheme:

Local Government Association
Association of Local Government
Planning Committee Rota Visits