

# **Appendix 1**

# **PART 8**

## **MEMBERS ALLOWANCE SCHEME**

The London Borough of Brent, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 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 [4<sup>th</sup> June 2014](#) ~~4<sup>st</sup> December 2003~~ and will continue (subject to paragraph 10) until a further decision of the Council.

### 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. 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) 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.

### Allowances for voting co-opted members and [the independent members](#) on Standards Committee [and Audit Committee](#)

4. For each year an allowance as set out in Schedule 1 of this Scheme shall be paid to the education voting co-opted members and the Independent members [on the Standards Committee and Audit Committee](#).

### ~~Travel Allowances~~

- ~~5. (1) A travel allowance may be claimed by a councillor or voting co-opted member or [an independent member](#) in respect of the cost of travel to or from a meeting or conference or other similar event (together referred to as a "meeting" for the purposes of this Scheme) provided that:~~
  - ~~(a) the meeting is of a type specified in the regulations (an extract of which is reproduced for information purposes only at Schedule 2 to the Scheme);~~
  - ~~(b) the allowance will be for reimbursement only of the reasonable costs of standard class travel;~~

~~(c) an allowance can only be claimed for travel outside of the borough;~~  
~~(d) approval of the claim is sought from the Mayor's Office Manager prior to the meeting; and~~

~~(e) no allowance may be claimed for travel to any meeting of the Council or a meeting of a committee or sub-committee of the Council (other than a joint committee).~~

~~Claims for car mileage or travel by bicycle shall be made in accordance with the scheme that is in place from time to time for officers~~

## 6. Dependants' Carers' Allowance

A dependants' carers' allowance may be claimed by a councillor in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in the attendance at meetings or the performance of functions of a type specified in Schedule 2 provided that

i) the allowance will be for reimbursement only of the reasonable costs of such care which shall be equal to the hourly rate of the London Living Wage (unless special care is required and approved?)

ii) approval of the claim is sought from the ~~Mayor's Office Manager prior to the meeting;~~ Head of Executive and Member Services prior to the meeting.

## **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.

## **Renunciation**

7. A Councillor (or voting co-opted or independent member) may, by notice in writing given to the Mayor's Office 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 or voting co-opted or independent member becomes or ceases to be a Councillor or voting co-opted or independent member, 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 allowance or dependent carers allowance or voting co-opted or independent members 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) below, in instalments of one-twelfth of the amount specified in this Scheme on a day each month as determined by the Mayor's Office 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 ~~of travel allowances and dependents' carers' allowances,~~ on the day as determined by the ~~Mayor's Office Manager~~Head of Executive and Member Services in respect of claims received up to the last day of the preceding month.
- (3) 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.
- (4) A record of all payments made under this Scheme showing recipient, nature and amount shall be maintained and made available for public inspection.
- (5) No member may claim an allowance under this Scheme if he or she is already claiming an allowance from another authority in respect of the same duties
- (6) Where an allowance has already been paid in respect any period during which the person claiming the allowance was not entitled to so claim the Council may recover the amount paid.

### 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 agreed as part of the Local Government Pay Settlement in the previous financial year, unless otherwise determined by the Council. This annual uplift shall cease to apply after 1<sup>st</sup> October 2014~~8~~.

### Suspension

11. Where a councillor or voting co-opted or independent member is suspended or partially suspended, all member allowances will be withdrawn from that councillor, voting co-opted member or independent member for the period of suspension or partial suspension, including travel or any allowances payable under this scheme.

### Pensions

12. (a) The following members of the Council are entitled to pensions in accordance with a members pension scheme:

*[none]*

- (b) The following allowances shall be treated as amounts in respect of which such pensions are payable:

*[none]*

## SCHEDULE 1

	Schedule 1		
Allowance	Number of Posts	Amount (£)	Total (£)
<b>Basic</b>			
Payable to all councillors	63	10000	630,000
<b>Special Responsibility</b>			
Only one special responsibility allowance will be paid to any one member			
<b>Post</b>			
Leader	1	38,964	38,964
<b>Executive Members</b>			
Deputy Leader	1	28,397	28,397
Other Executive members	6	18,711	112,266
Chair of the Scrutiny Committee	1	14,000	14,000
Vice Chair Scrutiny (Main Opposition Group)	1	5,000	5,000
<b>Chair of Council Committees</b>			
Planning Committee	1	13,208	13,208
Standards Committee	1	2,113	2,113
<b>Co-Chair Youth Parliament</b>	1	2,113	2,113
<b>Chairs of sub-Committees</b>			
Pension Fund sub-Committee	1	2,113	2,113
<b>Chairs of Service User Consultative Forums</b>	5	2,113	10,565
<b>Chairs of Service Area Consultative Forums</b>	5	4,777	23,885
<b>Members of Alcohol and Entertainment Licensing Committee</b>	15	2,113	31,695
<b>Members of Planning Committee</b>	6	3,170	19,020
<b>Members of Scrutiny Committee</b>	6	3,170	19,020
Member of Adoption and Permanency Panel	1	3,170	3,170
Member of Fostering Panel	1	3,170	3,170
Group Leader of the principal Opposition Group or where there is more than one group of the same size such group as the Council shall decide	1	12,658	12,658
One Opposition Group allowance to the Principal Opposition Group	1	2,113	2,113
Group Whip for the majority party where that party exceeds more than 50% of the seats	1	5,473	5,473
Deputy Whips for the majority group	2	2,113	4,226
Mayor	1	9,000	9,000
Deputy Mayor	1	7,000	7,000
<b>Co-opted and Independent Members</b>			
Voting co-opted members	6	220	1,320
Independent members	2	415	830
Non Voting co-opted member of Audit Committee	1	415	415
<b>Audit Committee Chair</b>	1	415	415

## SCHEDULE 2

## Extract from The Local Authorities (Members Allowances) (England) Regulations 2003

Dependants' carers' allowance

7.—(1) A scheme may provide for the payment to members of an authority of an allowance ("dependants' carers' allowance") in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred in—

the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;

the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that—

where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or

if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;

the attendance at a meeting of any association of authorities of which the authority is a member;

the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;

the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;

the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;

the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and

the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

### **Travelling and subsistence allowance**

- ~~8. (1) A scheme may provide for the payment to members of an authority of an allowance in respect of travelling and subsistence ("travelling and subsistence allowance"), including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken in connection with or relating to such duties as are specified in the scheme and are within one or more of the following categories—~~
- ~~(a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;~~
  - ~~(b) the attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and one or more local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee provided that—~~
    - ~~(i) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited, or~~
    - ~~(ii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;~~
  - ~~(c) the attendance at a meeting of any association of authorities of which the authority is a member;~~
  - ~~(d) the attendance at a meeting of the executive or a meeting of any of its committees, where the authority is operating executive arrangements;~~
  - ~~(e) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;~~
  - ~~(f) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorize the inspection of premises;~~
  - ~~(g) the performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 (approval of non-maintained special schools) of the Education Act 1996, and~~
  - ~~(h) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.~~



