

PART 6

MEMBERS' ALLOWANCES SCHEME

KNOWSLEY METROPOLITAN BOROUGH COUNCIL

SCHEME OF MEMBERS' ALLOWANCES

2008/09

(As approved by the General Purposes Committee on 18.3.91 (Minute 1336 refers), and incorporating amendments up to and including the meeting of the Council held on the 16 May 2008)

KNOWSLEY METROPOLITAN BOROUGH COUNCIL

MEMBERS' ALLOWANCES SCHEME

PREAMBLE

The Scheme of Allowances operated by Knowsley MBC acknowledges the principle advocated by the Government and by the Local Authority Associations that local government is, and ought to remain, a voluntary, non-salaried and non-profitable public service.

In order to assist all Councillors to discharge their official and non-official duties the Council has a Scheme of Allowances designed to ensure that Members are not placed at a financial disadvantage whilst serving the residents of Knowsley.

The scheme is based on expenses associated with the holding of the office, which the Council hopes will enable all Members to discharge their duties in the public interest.

Knowsley is committed to equality and therefore considers it important that willing and able Members from all sections of society are encouraged to participate in local government without being inhibited by financial restraint, nor deterred because of their financial status.

The Local Government Act includes provisions relating to the form and type of allowances payable to members including the abolition of attendance allowance. Following the introduction of a Cabinet with Leader model of governance in May 2000 the Council resolved not to pay attendance allowance for any category of duty with effect from 25th May 2000.

In accordance with the Regulations, an Independent Remuneration Panel comprising representatives of the local business and church community was established to consider and make recommendations to the Council on a scheme of Members Allowances for Knowsley. The recommendations of the Independent Remuneration Panel, as adopted by the Council, are incorporated in the Scheme of Allowances.

KNOWSLEY METROPOLITAN BOROUGH COUNCIL

MEMBERS' ALLOWANCES SCHEME

1. Knowsley Metropolitan Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations, hereby makes the following scheme:-

1. This scheme may be cited as the Knowsley Metropolitan Borough Council Members' Allowances Scheme, and shall have effect for the year commencing on 1st April 1991 and subsequent years.

2. This Scheme incorporates the findings and recommendations of the report of the Independent Remuneration Panel as adopted by the Council in May 2008.

3. In this scheme,

"Councillor" means a member of the Knowsley Metropolitan Borough Council who is a Councillor;

"total estimated allowances" means the aggregate of the amounts estimated by the Borough Treasurer, at the time when a payment of basic allowance, or special responsibility allowance is made, to be payable under this scheme in relation to the relevant and for this purpose any election under paragraph 8 shall be disregarded;

"year" means the 12 months ending with 31 March.

2 Basic Allowance

Subject to paragraph 9, for each year a basic allowance of £8,504 shall be paid to each Councillor.

3. Special Responsibility Allowances

For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this scheme, providing that with the exception of the Special Responsibility Allowance paid to the Council's representative on the Merseyside Waste Disposal Authority, an individual Councillor does not claim more than one Special Responsibility Allowance in any one year.

Subject to paragraph 9, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

4. Travel and Subsistence

Schedule 2 sets out the authorised duties for which travel and subsistence may be claimed under this Scheme.

Schedule 3 sets out the maximum levels of travel and subsistence which may be claimed under this Scheme. The rates of travel allowance will be amended in line with any subsequent changes to the rates provided by the National Joint Council for Local Government Officers.

5. Co-Optees Allowances

With effect from the 5th November 2003, voting Co-opted Members on Scrutiny Committees and Independent Members on the Standards Committee are entitled to claim travel and subsistence allowances.

6. Local Government Pension Scheme

The Council has resolved that with effect from 1st May 2003, access to the Local Government Pension Scheme is available to all of the Authority's eligible Elected Members (i.e. those under the age of 70), who elect to join.

7. Update of Allowances

The levels of allowances will be updated annually in line with the pay award to NJC for Local Government Service employees.

8. Renunciation

A Councillor may by notice in writing given to the Borough Treasurer elect to forego any part of his entitlement to an allowance under this scheme.

Where a Councillor is suspended from his/her duties, entitlement to basic and special responsibility allowances shall be withdrawn for the period of suspension.

If, as a result of a breach of the Code of Conduct an Elected Member is suspended from serving as an Elected Member, any special responsibility or basic allowance shall be withheld during the period of suspension.

If as a result of a breach of the Code of Conduct an Elected Member is suspended from a position for which the Member receives a special responsibility allowance, the special responsibility allowance shall be withheld during the period of suspension.

9. Part-year Entitlements

The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that 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.

If an amendment to this scheme changes the amount to which a Councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods -

- (a) beginning with the 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) with the year;

the entitlement to such an allowance shall be 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 days in the period bears to the number of days in the year.

Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a basic allowance shall be to the payment to 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.

Where this scheme is amended as mentioned above, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (a), the entitlement of any such Councillor 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 Councillor subsists bears to the number of days in that period.

Where a Councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor'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 had

such special responsibilities bears to the number of days in that year.

Where this scheme is amended as mentioned above, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that Councillor'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.

10. Claims and Payments

A claim for travel and subsistence allowance under this scheme should be made in writing within two months of the date of the meeting in respect of which the entitlement to the allowance arises.

Payments shall be made

- (a) in respect of basic and special responsibility allowances in a lump sum payable on 1st June, providing that at any time before 1st June in any year, a member may elect to receive the basic and/or a special responsibility allowance in quarterly or monthly instalments;
- (b) in respect of travel and subsistence allowances, on the last working day of each month in respect of claims received by the 23rd day of that month, or such other date determined by the Borough Treasurer.

Where a payment 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 than the amount to which, by virtue of Section 9, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amount of those allowances:-

	£
Leader of the Council	25,512
Leader of the Opposition	6,378
Cabinet Members	12,756
Chairmen of Scrutiny Committees	6,378
Vice-Chairmen of Scrutiny Committees	3,189
Chairmen of Area Partnership Boards	6,378
Vice-Chairmen of Area Partnership Boards	3,189
Chairman of Planning Committee	6,378
Vice-Chairman of Planning Committee	3,189
Chairman of Licensing Committee	6,378
Vice-Chairman of Licensing Committee	3,189
Chairman of Human Resources Appeals Committee	4,252
Vice-Chairman of Human Resources Appeals Committee	2,126
Chairman of Appeals Committee	4,252
Vice-Chairman of Appeals Committee	2,126
Merseyside Waste Disposal Authority Representative	850

SCHEDULE 2

AUTHORISED BUSINESS

There is specified as an authorised duty for the purpose of the payment of travel and subsistence allowances, attendance at meetings of:-

- (a) the Council;
- (b) the Cabinet or any Committee appointed by the Council to undertake the duties and functions of the Authority;
- (c) any Sub-Committee, Area Partnership Boards, Working Party, Panel etc appointed by the Authority or a Committee thereof to undertake the duties and functions of the Authority;
- (d) authorised site visits and in house Members seminars and training sessions.
- (e) the following organisations to which the Council appoint or nominate a representative or representatives, providing that the Member has been appointed or nominated as the Council's representative or deputy representative or substitute representative at the meeting:-
 - 1. 20/20 Knowsley;
 - 2. 2012 Games Elected Member Network (LGA);
 - 3. Acorn Venture - Urban Farm Initiative;
 - 4. Adoption & Permanence Panel;
 - 5. Age Concern (Knowsley);
 - 6. Aintree Hospitals Board of Governors;
 - 7. Association for Public Service Excellence (APSE) and Advisory Group;
 - 8. Better Government for Older People – NW Network;
 - 9. Centre 63;
 - 10. Charles McGhee Holiday Trust Fund;
 - 11. Childrens' & Young Peoples' Strategic Partnership Board;
 - 12. City Employment Strategy Board;
 - 13. Coalfields Communities Campaign;
 - 14. Community Associations;
 - 15. Community Legal Services Partnership Steering Group;
 - 16. Councils for Voluntary Service;
 - 17. Court of Liverpool University;
 - 18. Crime & Disorder Reduction Partnership;
 - 19. District Youth Management Committees;
 - 20. Environmental Protection UK;
 - 21. Friends of Knowsley Young Carers Charity;
 - 22. Fostering Panel;
 - 23. Greater Manchester, Merseyside and North Cheshire Leisure Gardens Council;
 - 24. Halewood Youth Club;
 - 25. Health Act Flexibilities Mental Health Partnership Board;
 - 26. Health and Well-being Partnership Board;
 - 27. Huyton Advice Centre Ltd;
 - 28. Huyton Small Help Grants Panel;
 - 29. Huyton with Roby Distress Fund;

30. Integrated Equipment Services Partnership Board;
31. Integrated Providers Management Board;
32. King George V Huyton Trust Fund Management Group;
33. Kirkby Charity of Thomas Aspe;
34. Kirkby Sea Cadets;
35. Kirkby Unemployed Centre Management Committee;
36. Knowsley Carers Management Committee;
37. Knowsley Citizen's Advice Bureau;
38. Knowsley Compact Steering Group;
39. Knowsley Community College Governing Body;
40. Knowsley Development Trust;
41. Knowsley Disability Concern - Board of Trustees;
42. Knowsley Economic Forum;
43. Knowsley Home Start Management Committee;
44. Knowsley Housing Trust Board and Area Boards;
45. Knowsley Improving Standards Board;
46. Knowsley Partnership Executive and Thematic Groups;
47. Knowsley Racial Harassment Group;
48. Knowsley Schools Admissions Forum;
49. Knowsley Youth Offending Team Steering Group;
50. Learning Disability Partnership Board;
51. Learning Partnership;
52. Liverpool Airport Consultative Committee;
53. Liverpool Airport PLC;
54. Liverpool City Region Housing and Spatial Planning Board;
55. Liverpool / Knowsley Classic International Football Tournament Management Committee;
56. Liverpool Women's Housing Foundation Trust;
57. LEA Governors Appointments Panel;
58. Local Government Association;
59. LGA Member Reference Group;
60. Local Government Information Unit;
61. Local Implementation Planning – Mental Health;
62. Local Implementation Planning – Older People;
63. M62 Housing Forum;
64. Mersey Forest Charitable Trust;
65. Mersey Forest Initiative – Steering Committee;
66. Mersey Forest Initiative – Charitable Trust;
67. Mersey Partnership Board and Waterfront Board;
68. Merseyside Co-ordinating Committee(including Sub Groups / Committees);
69. Merseyside Cultural Forum;
70. Merseyside Housing Forum;
71. Merseyside Joint Authorities – Fire and Rescue;
 - Passenger Transport;
 - Police;
 - Waste Disposal;
72. Merseyside Liaison Group;
73. Merseyside Pension Fund;
74. Merseyside Society for the Deaf;
75. Merseyside Valuation Tribunal
76. Merseyside Waste Disposal Authority;
77. Merseytravel Advisory Panel;
78. Millennium Green Charitable Trusts;
79. National Councillor Network for Adult Social Care Health;

80. National Society of Allotments and Leisure Gardens - Management Committee;
81. National Society for Clean Air;
82. NDC Partnership Board;
83. North Huyton New Deal New Future Partnership Board;
84. North West Co-Operative Development Council;
85. North West E-Government Group;
86. North West Employers Organisation;
87. North West Regional Assembly (including Committees);
88. North West Regional Association
89. North West Regional Association of Education Authorities;
90. Oliver Lyme Charity;
91. Partnership Engagement Teams;
92. Partnership for Learning Board;
93. PCT Board;
94. PCT Management Board;
95. Police and Community Forums;
96. Prescott / Whiston Advice Centre Ltd
97. Prescott School Endowment Fund;
98. Prescott Public Charities;
99. Programme Monitoring Committee and Sub Committee;
100. Public Libraries Association;
101. Regional Spatial Strategy for the North West;
102. ROOM RTPI – NW Region Council;
103. Schools Forum;
104. School Performance Monitoring Group;
105. SIA Partnership Boards;
106. Social Services North West;
107. Special Interest Groups of Municipal Authorities (SIGOMA);
108. St. Helens and Knowsley Hospital NHS Trust;
109. St Helens West and Prescott Sub-Division Victim Support Scheme;
110. Standing Advisory Council on Religious Education (SACRE);
111. Stronger Communities Partnership;
112. Strategic Housing & Environmental Partnership;
113. Strategic Spatial Development Area Partnership Boards;
114. Supporting People Board (LGA Task Group);
115. Sure Start Management/Advisory Boards;
116. Sustainability North West;
117. TA&VR Association;
118. Town Centre Steering Groups;
119. Villages Housing – Stockbridge Village Estate Management Committee
120. Trans-Pennine Trail Liaison Group;
121. Water Services - Regional Flood Defence Committee;
122. Water Services - Central Area Flood Defence;
123. Willow Brook Hospice;
124. Yorkshire Purchasing Organisation and Sub-Committees;

- (f) Cabinet Members, Chairmen/Vice-Chairmen of Committees and Area Partnership Boards meeting with the relevant Executive Director.
- (g) the Chairmen and Vice-Chairmen of Committees and Area Partnership Board at an Agenda meeting;

- (h) Meetings of the Leadership Group with the Chief Executive and other relevant Executive Directors.
- (i) Member inspection visits to Children's Homes when conducted in accordance with the rota agreed with the Executive Director of Health & Social Care.
- (j) the Cabinet Member (Corporate and Customer Services), the Mayor/Deputy Mayor and the Executive Director of Corporate Resources providing that no more than one such meeting occurring in each week.
- (k) the LGA General Assembly meetings of its Executive, Commissions, Forums, Panels and Special Interest Groups etc subject to attendance being as the Council's authorised representative.
- (l) Member inspection visits to residential and day care establishments (whether the establishments are run by the Authority or the independent sector), providing that the visit is allocated by the Executive Director Health & Social Care and is carried out by two designated Members in accordance with the approved scheme.
- (m) any other duty, or class of duty, which has been authorised by the Council.

SCHEDULE 3

TRAVEL AND SUBSISTENCE

TRAVEL

Cars (per mile)

Under 999cc	38.7p
1000 to 1199cc	42.0p
Over 1199cc	52.7p

Motor Cycles (per mile)

Not exceeding 150cc	18.4p
151 to 500cc	26.2p
Over 500cc	34.4p

SUBSISTENCE

Day subsistence

Breakfast	£5.25
Lunch	£7.35
Tea	£3.15
Evening Meal	£10.50

Overnight Rate

Standard Rate	£90.00
Enhanced Rate	£100.00