

RUNNYMEDE BOROUGH COUNCIL

SCHEME OF ALLOWANCES FOR MEMBERS AND CO-OPTED MEMBERS

The Local Authority (Members' Allowances) (England) Regulations 2003 as amended

This Scheme has effect from midnight on 1 April 2024. It shall be reviewed in or around October 2024 with a view to any revised scheme taking effect on 1 April 2025. The Council may revoke or amend it before that time if it so chooses.

In this Scheme "year" has the same meaning as in the above regulations ("the Regulations"), i.e. any period of twelve months ending on 31 March in any year after 2004.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

Basic allowance	£5,778.00
<i>Where the term of office of a Member does not begin or end at the beginning or end of a year, they shall be entitled to the same proportion of the allowance as the number of days of their period of office bears to the number of days in that year.</i>	
Special responsibility allowances	£ for the year
<i>To be paid in addition to the basic allowance</i>	
Mayor	£5,447.00
Deputy Mayor	£1,467.00
Co-Leaders (x4)	£4,334.00 ea
Deputy Leader	n/a
Group leaders (per member)	£447.00
Chairperson - Planning	£9,505.00
	1 Apr to 15 May £5,447.00
Chairperson - Corporate Management	16 Apr – on £11,330.00
Chairperson - Environment and Sustainability	£5,447.00
Chairperson - Housing	£5,447.00
Chairperson - Community Services	£5,447.00
Chairperson - Overview and Scrutiny Select	£5,447.00
Chairperson - Licensing	£5,447.00
Chairperson - Regulatory	£2,723.00
Chairperson - Standards and Audit	£5,447.00
Chairperson - Englefield Green	£1,362.00
Vice-Chairperson - Planning	£6,329.00
Vice-Chairperson - Corporate Management	1 Apr to 15 May

	£2,723.00 16 May - on £5,665.00
Vice-Chairperson - Environment and Sustainability	£2,723.00
Vice-Chairperson - Housing	£2,723.00
Vice-Chairperson - Community Services	£2,723.00
Vice-Chairperson - Standards and Audit	£2,723.00
Vice-Chairperson - Licensing	£2,723.00
Vice-Chairperson - Overview and Scrutiny Select	£2,723.00
Vice-Chairperson - Regulatory	£1,362.00
Planning members excl. chairperson and vice-chairperson	£3,164.00
Corporate Management members	£1,362.00
Co-Optees	£501.00

Note:

- (1) **receipt of special responsibility allowance shall be limited to a maximum of two per Councillor.**
- (2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.
- (3) where a Member is entitled to a special responsibility allowance for only part of a year, they are entitled to the same proportion of the allowance as the number of days of their entitlement bears to the number of days in the whole year.

Dependants' Carers' Allowance

Members are entitled to claim such expenses as arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

Travelling and Subsistence Allowances

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (45 pence per mile at the time of this scheme's publication).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Assistant Chief Executive, completed with details of the duties for which an allowance is claimed.

Co-optees' Allowances

Any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance (detailed in the table above) in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, they shall be entitled to the same proportion of the year's allowance as the number of days for which they held the appointment bears to the number of days in that year.

Uplift

An annual increase linked to **annual staff pay awards** will be applied to the Basic Allowance in 2023/24 and 2024/25 and the special responsibility allowances and co-optees' allowances will be similarly increased based on the current formulae for calculation of each special responsibility allowance.

Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

Forgoing of Allowances

Any Member may forgo their entitlement to allowances (or any part) by written notice to the Assistant Chief Executive.

Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Assistant Chief Executive

Amendment to Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the beginning of the year in which the amendment is made.

Dual Membership

If a Member of the Council is also a Member of another authority, they may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Assistant Chief Executive in writing of their dual membership and from which authority, they have decided to claim allowances for those duties.

Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) ceases to be a Member of the Council; or
- b) is in any other way not entitled to receive the allowance in respect of that period

The Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution of July 2023 is hereby revoked with effect from midnight on 31 March 2024.

Approved by resolution of the Council
February 2024

Altered by resolution of the Council
July 2024