



PART 6

MEMBERS' ALLOWANCES SCHEME FOR DERBYSHIRE DALES DISTRICT COUNCIL

Approved on 26 January 2023
Effective from 25 May 2023
Payment amounts updated 3 Nov 2023

Index

- 1 [Introduction](#)
 - 2 [Basic Allowance](#)
 - 3 [Special Responsibility Allowances](#)
 - 4 [Civic Allowances](#)
 - 5 [Independent Person Remuneration](#)
 - 6 [Dependents Carers' Allowance](#)
 - 7 [Travelling Allowance](#)
 - 8 [Subsistence Allowance](#)
 - 9 [Elections to Forego Allowance](#)
 - 10 [Part-Year Entitlements](#)
 - 11 [Indexation](#)
 - 12 [Claims and Payments](#)
- SCHEDULE 1 [Summary of Members Allowances Payable in 2023/24](#)
- SCHEDULE 2 [List of Approved Duties](#)

1. Introduction

- 1.1 The Derbyshire Dales District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 hereby makes the following scheme:-
- 1.2 This scheme may be cited as the Derbyshire Dales District Council Members' Allowances Scheme and, except where otherwise mentioned, shall have effect from 25 May 2023, and thereafter for subsequent years commencing on 1 April until the scheme is revoked or amended.
- 1.3 In this scheme:
 - "Councillor" means an elected Member of the Derbyshire Dales District Council
 - "Year" means the twelve months ending with 31 March.

2. Basic Allowance

- 2.1 A basic allowance of £5,350 per annum shall be paid to each Councillor.
- 2.2 The basic allowance is deemed to cover incidental costs, such as personal use home landlines, mobile phones, broadband and IT consumables.
- 2.3 The basic allowance is indexed to the annual percentage salary increase for local government staff set at SCP 43 and is to be applied for the same year that applies to staff.

3. Special Responsibility Allowances

- 3.1 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.
- 3.2 The amount of each such allowance per annum shall be the amount specified against that special responsibility in the schedule.
- 3.3 No Councillor shall be entitled to more than one special responsibility allowance.
- 3.4 Where there are two Main Opposition Groups of equal size, the special responsibility allowances for the Leader of the Main Opposition Group (£2,087) and Leader of the Other Opposition Group (£1,044) will be aggregated to £3,131 and divided by two and paid equally to each Main Opposition Group Leader.
- 3.5 Special Responsibility Allowances are indexed to the annual percentage salary increase for local government staff set at SCP 43 and is to be applied for the same year that applies to staff.

4. Civic Allowances

- 4.1 Whilst not covered by the Members Allowances Regulations, the annual civic allowance paid to the Civic Chair of the District is £3,376. The annual civic allowance for the Civic Vice-Chair of the District is £987.
- 4.2 The civic allowance is indexed to the annual percentage salary increase for local government staff set at SCP 43 and is to be applied for the same year that applies to staff.

5. Independent Person Remuneration

- 5.1 Whilst not covered by the Members' Allowances Regulations, the annual remuneration paid to the Independent Person(s) appointed to be consulted by the Monitoring Officer in respect of standards and ethical framework matters is set at £312.
- 5.2 The remuneration for the Independent Person(s) is indexed to the annual percentage salary increase for local government staff set at SCP 43 and is to be applied for the same year that applies to staff.

6. Dependants Carers' Allowance

- 6.1 A Councillor may claim, by way of dependants carers' allowance, expenditure actually and necessarily incurred as follows:
- (a) Childcare – the maximum hourly rate at National Living Wage (£10.42 from 1 April 2023)
 - (b) Elderly/disabled care – maximum hourly rate at the median hourly rate charged by Derbyshire County Council Social Services for a Home Care Assistant (£11.18 (7am to 7pm) or (£14.90 (7pm to 7am) From 1 April 2023)
- 6.2 This allowance is to be used in making arrangements for the care of his or her children or dependants whilst he or she is performing any of the duties listed at schedule 2.
- 6.3 Dependants carers' allowance may not be claimed in respect of care provided by a member of the Councillor's family.
- 6.4 The Councillor is to provide such written evidence of the expenditure.

7. Travelling Allowance

- 7.1 For Councillors travelling within and outside the District, regarding the performance of any of the duties listed at schedule 2, the following may be paid –
- 7.2 Public Transport

(a) The actual costs will be reimbursed. Rail travel must always be undertaken in the most cost effective way.

7.3 Mileage

(a) Mileage allowances are based on HMRC rates for the following modes of transport:

- Travel by cars and vans: £0.45 per mile
- Travel by motorcycle: £0.24 per mile
- Travel by bicycle: £0.20 per mile
- Passenger supplement rate: £0.05 per passenger (maximum of 4)

(b) The Passenger Supplement allowance should only be claimed for carrying fellow District Councillors to an approved duty who would also be eligible for claiming the mileage allowance if travelling in their own vehicle

(c) The mileage allowance for travel by cars and vans includes hybrid/electric vehicles for which the HMRC mileage rate of £0.45 per mile is applicable.

(d) The mileage allowance is indexed to the HMRC approval mileage rates for motor, hybrid and electric vehicles, motorcycles and bicycles.

8. Subsistence Allowance

8.1 Councillors may not claim subsistence allowances for attending approved duties within the area of Derbyshire Dales District Council.

8.2 Members shall be entitled to the following subsistence allowance as reimbursement of expenses whilst on Council business outside of the District:

Breakfast	£5.77
Lunch	£0
Evening meal	£9.78 (excluding alcoholic drinks)
Evening Meal in London & Conferences	£15.75
Overnight accommodation	£65 (£90 in London)

N.B. this is a locally agreed variation to national/ 'green book' terms on travel and subsistence. Expenses will be reimbursed at actual cost subject to the following approval limits.

8.3 Receipts shall be provided for all expenditure on subsistence.

8.4 The Subsistence Allowance is indexed to the same rates that apply to employees of the Derbyshire Dales District Council

9. Elections to Forego Allowance

- 9.1 A Councillor may by notice, in writing given to the Director of Corporate and Customer Services, elect to forego any part of his or her entitlement to an allowance under this scheme.

10. Part-year entitlements

- 10.1 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, his or her entitlement shall be to payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office as Member subsists, bears to the number of days in that year.
- 10.2 Where a Councillor has for only part of the year, such special responsibilities as entitle him or her to a special responsibility allowance, his or her entitlement shall be to payment of such part of the special responsibility allowance as bears to the whole, the same proportion as the number of days during which he or she has such responsibilities, bears to the number of days in that year.

11. Indexation

- 11.1 In accordance with the Members' Allowances Regulations and the decision of the Council on 26 January 2023, the allowances in this scheme are indexed for a four-year period until 31 March 2027.

12. Claims and Payments

- 12.1 Payments shall be made by the Human Resources Manager as necessary.
- 12.2 However, where a payment of one-twelfth of the amount specified as above would result in the Councillor receiving more than the amount to which he or she is entitled because of the part year entitlement provisions contained within the scheme, 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.
- 12.3 Claims for Dependants Carers' Allowance and travelling and subsistence allowance must be submitted to the Democratic and Electoral Services Manager, not later than three months from the date on which entitlement to any such allowances arises.

James McLaughlin
Director of Corporate and Customer Services (Monitoring Officer)
May 2023

SCHEDULE 1

SUMMARY OF MEMBERS' ALLOWANCES PAYABLE IN 2023-24

REMUNERATED POSTS	Basic Allowance	Methodology	Nos. Paid	SRA per Post
All Members	£5,350	(91 days – 45% PSD) = 50 days X £103 p/day	34	-
Leader of Council	£5,350	2.6 X BA	1	£13,910
Deputy Leader Council	£5,350	45% X Leader's SRA	1	£6,260
Chairman of Planning	£5,350	40% X Leader's SRA	1	£5,564
Vice-Chairman of Planning	£5,350	30% X Chair's SRA	1	£1,669
Chairman of Community & Environment	£5,350	35% X Leader's SRA	1	£4,869
Vice Chairman of Community & Environment	£5,350	30% X Chair's SRA	1	£1,461
Chairman of Governance & Resources	£5,350	35% X Leader's SRA	1	£4,869
Vice-Chairman of Governance & Resources	£5,350	30% X Chair's SRA	1	£1,461
Chairman of Council	£5,350	35% X Leader's SRA	1	£4,869
Vice-Chairman of Council	£5,350	30% X Chair's SRA	1	£1,461
Chairman of Licensing & Appeals	£5,350	20% X Leader's SRA	1	£2,782
Vice-Chairman of Licensing & Appeals	£5,350	30% X Chair's SRA	1	£835
Chairman of Scrutiny	£5,350	20% X Leader's SRA	1	£2,782
Vice-Chairman of Scrutiny	£5,350	30% X Chair's SRA	1	£835
Main Opposition Group Leader	£5,350	15% X Leader's SRA	1	£2,087
Minority Opposition Group Leader	£5,350	50% X Main Opposition Group Leader's SRA	1	£1,044

SCHEDULE 2

LIST OF APPROVED DUTIES

These approved duties are in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003

1. For All Councillors and Co-opted Members of the Council.
 - (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 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—
 - 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 authorise 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 of the Education Act 1996 (approval of non-maintained special schools)(1); 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 any of its committees or sub-committees.
 - (i) Attendance at a Member Workshop or Briefing held in-person at the Town Hall or other asset owned by the Council.
 - (j) Attendance at a Member Training Seminar or Session held in-person at the Town Hall or other asset owned by the Council.
 - (k) Attendance at Conferences/Courses specifically approved by the Council. These cannot include those organised by profit-making or political organisations.

- (l) Attendance at meetings/conferences of outside bodies to which a member has been specifically appointed by the Council.

NOTE

Attendance at Panels and meetings such as Dismissals, Grievances, tenders, visits, etc. are recognised as Council Sub-Committees.

Attending Parish/Town Council meetings for parishes within their ward is an approved duty but Councillors cannot a claim travel allowance for attending duties regarding constituent issues.

Informal discussions, meetings or visits between Members or with Officers or with other organisations are not “approved duties” and claims should not be made. These discussions and meetings form part of the Member constituent duties.