

PART 6

Members' Allowances Scheme MEMBERS' ALLOWANCES SCHEME

The Northampton Borough Council, in exercise of the powers conferred by the Local Government Act 2003 hereby makes the following Scheme:-

1. This Scheme may be cited as the Northampton Borough Council Members' Allowances Scheme, and shall have effect from 1st April 2003

2. In this Scheme,

“Councillor” means a member of the Northampton Borough Council who is a Councillor;

“year” means the 12 months ending on 31st March.

3. BASIC ALLOWANCE

3.1 Subject to paragraph 8, for each year a Basic Allowance specified by the Council upon advice from the Independent Remuneration Panel shall be paid to each Councillor.

4. SPECIAL RESPONSIBILITY ALLOWANCES

4.1 For each year a Special Responsibility Allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Council as specified in Schedule 1.

4.2 Subject to paragraph 8, the amount of each such allowance shall be the amount specified by the Council upon advice from the Independent Remuneration Panel each year.

5. DEPENDANT CARERS' ALLOWANCE

5.1 For each year a Dependant Carers' Allowance will be paid to those Councillors who incur expenditure for the care of dependant relatives or children whilst undertaking Approved Duties as defined in Schedule 2. This allowance will be specified by the Council upon the advice of the Independent Remuneration Panel.

6. FINANCIAL LIMITS

6.1 Any payment under this Scheme is conditional upon the aggregate of the amounts which the Council has paid out or is liable to pay out in respect of Basic Allowances, Special Responsibility and Dependant Carers' allowances to that Councillor not exceeding the limit prescribed by the Council each year.

6.2 Any payment by way of Special Responsibility Allowance is conditional on the aggregate amount which the Council has paid out or is already liable to pay out by way of Special Responsibility Allowance to that Councillor not exceeding the limit prescribed each year by the Council.

7. RENUNCIATION

7.1 A Councillor may by notice in writing given to the Borough Solicitor elect to forego any part of his/her entitlement to an Allowance under this Scheme.

8. PART-YEAR ENTITLEMENTS

8.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to Basic, Special Responsibility and Dependant Carers' 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 or accepts or relinquishes a Dependant Carers' Allowance.

8.2 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:-

8.2.1 beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or

8.2.2 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 shall be to the part payment of the Allowance during the relevant period in the same proportion as in the number of the days in the period bears to the number of days in the year.

8.3 Where the term of office of a Councillor begins or ends other than at the beginning or end of a year, entitlement to a Basic Allowance shall be to payment in the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

8.4 Where this Scheme is amended as mentioned in sub-paragraph 8.2, and the term of office of a Councillor does not run throughout the period mentioned in sub-paragraph 8.2.1, the entitlement to a Basic Allowance shall be to such part referable to each such period (ascertained in accordance with

that sub-paragraph) in the same proportion as the number of days during which his/her term of office as a Councillor subsists bears to the number of days in that period.

8.5 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 in proportion as the number of days during which he/she has such special responsibilities bears to the number of days in that year.

8.6 Where this Scheme is amended as mentioned in sub-paragraph 8.2, and a Councillor has during part, but does not have throughout the whole of any period mentioned in sub-paragraph 8.2.1 any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's entitlement shall be limited 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/she has such special responsibilities bears to the number of days in that period.

8.7 Where a Councillor claims the Dependant Carers' Allowance the amount paid shall not exceed the proportion of the total amount of Basic and Special Responsibility Allowances paid to them specified by the Independent Remuneration Panel during the year. Where the Councillor is only entitled to a part year allowance this is to mean the actual amounts paid to them and not the amount due for the full year.

9. CLAIMS AND PAYMENTS

9.1 Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to sub-paragraph 9.2, in instalments of one twelfth of the amount specified in this Scheme on the 20th of each month.

9.2 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 a Councillor receiving more than the amount to which, by virtue of paragraph 8, he/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/she is entitled.

9.3 Dependent Carers' Allowance is to be paid on the basis of the actual cost of care incurred by the Councillor subject to a ceiling of a specified proportion of the Basic and Special Responsibility Allowance paid to such Councillor. Payment will be on the basis of claims submitted by the Councillor

supported by receipts for the expenditure incurred. Payment in any one month will be restricted so that the Councillor will have received no more on a cumulative basis than the proportion of the total Dependent Carers Allowance that is due up to that point in time.

10. TRAVELLING AND SUBSISTENCE ALLOWANCE

10.1 The rates applying to travel and subsistence are determined with reference to the Independent Remuneration Panel and current approved rates published by the Inland Revenue for the financial year. Details of the approved rates can be found in the "Guidance for Members" manual.

11. PENSIONS

11.1 The regulations allow for the provision of pension payments in accordance with a scheme made under section 7 of the Superannuation Act 1972. The Independent Remuneration Panel will make recommendations on which Councillors are to be eligible for access to the Local Government Pension Scheme. (The Council will only be able to make membership of the pension scheme available to those members who are recommended for membership by the Panel but the Council can decide not to offer membership to some or all of the recommended members).

The Panel has decided not to recommend admission to the Scheme.

12. CO-OPTEEES

12.1 This scheme makes provision for the payment of a co-optees' allowance, for attendance at conferences and meetings, to any co-opted and appointed members of the council's committees or sub-committees.

12.2 The co-optees' allowance is an annual allowance as determined by the Independent Remuneration Panel. Where a co-optee serves on a committee or sub-committee for a part year, the allowance will be paid in proportion to the whole year.

12.3 Where a co-optee is appointed chair of the committee on which they are co-opted or appointed, the co-optees' allowance they receive shall be of an amount no less than the equivalent special responsibility allowance paid to chairs of equivalent committees of the council.

SCHEDULE 1

1. The following are specified as the special responsibilities in respect of

which Special Responsibility Allowances are payable, the amounts of such allowances being determined each year by the Council following advice from the Independent Remuneration Panel.

SPECIAL RESPONSIBILITY ALLOWANCES

Leader
Deputy Leader
Leader of the Opposition
Leader of the Third Party
Members of the Executive

CHAIRS

Planning Committee
Public Protection Committee
Standards Committee
General Purposes Committee
Leader of the Council/General Purposes Overview & Scrutiny Committee **(1)**
Community Leadership Overview & Scrutiny Committee **(2)**
Community Safety and E-Government Overview & Scrutiny Committee **(3)**
Financial Strategy & Performance Overview & Scrutiny Committee **(4)**
Health & Environmental/Public Protection Overview & Scrutiny Committee **(5)**
Housing Overview & Scrutiny Committee **(6)**
Planning Regeneration & Transportation Planning Committee Overview & Scrutiny Committee **(7)**

2. Conference Attendance Allowances (Local Government Act 1972 Section 175)

Attendance at conferences or meetings organised by any person or body.

(Allowances in respect of attendance at conferences and meetings remain under the separate system instituted by Section 175 of the Local Government Act 1972. For county, district, London borough and town, community and parish councils, this system covers any conferences or meeting organised by any person or body who is not doing so by way of trade, or by any body whose objects are not wholly or partly political, where the purpose of the conference or meeting is to discuss matters which in the council's opinion relate to the interests of their area, or part of it, or to the inhabitants of their areas, or some of them.)

SCHEDULE 2

DEPENDANT CARERS' ALLOWANCE APPROVED DUTIES

For the purposes of claiming Dependant Carers' Allowance the following are regarded as Approved Duties:

Meetings of the Executive, committees of the Executive (if any), Council, or committees and sub-committees of Council, Forums – Area Partnerships.

Meetings of some other body to which the Council makes appointments or nominations, or meetings of a committee or sub-committee of some other body to which the Council makes appointments or nominations;

Meetings which have both been authorised by the Council (or by a committee or sub-committee or a Joint committee with one or more other authorities or a sub-committee thereof) and to which representatives of more than one political group have been invited (or two or more councillors have been invited if the Council is not divided into political groups);

Meetings of a Local Authority Association of which the Council is a member.

Any enquiries as to entitlement to allowances should be referred to the Chief Executive and Town Clerk and the Director of Strategic Resources will be pleased to deal with enquiries of a financial or taxation nature.