CONSTITUTION
OF THE COUNCIL

Part 6

MEMBERS' SCHEME OF ALLOWANCES

Wirral Borough Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:

1. This scheme may be cited as the Wirral Borough Council Members' Allowances Scheme and shall have effect from the Annual Council Meeting on 28 September 2020

2. In this scheme, "councillor" means a member of the Wirral Borough Council who is a councillor;

"total estimated allowances" means the aggregate of the amounts estimated by the Director of Resources at the time when a payment of basic allowance and special responsibility allowances is made, to be payable under this scheme in relation to the relevant year, and for this purpose any election under paragraph 6 (Renunciation) shall be disregarded;

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

3. Basic Allowance

3.1 Subject to paragraph 7, for each year a basic allowance of £9308.17 shall be paid to each councillor. This allowance shall be revised annually in accordance with the index linked to the annual pay award for local government employees under the National Joint Council for Local Government Services national agreement.

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 authority that are specified in schedule 1 to this scheme. These allowances shall be revised annually in accordance with the index linked to the annual pay award for local government employees under the National Joint Council for Local Government Services national agreement.

4.2 Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

4.3 No councillor shall be entitled to receive more than one payment by way of special responsibility allowance.

5. Childcare and Dependants' Carers' Allowance

5.1 An allowance not exceeding £8.72 per hour (or such other sum as may be prescribed as the National Minimum and National Living Wage) shall be payable towards or in respect of actual expenses necessarily incurred in arranging for the care of a child or other dependant by virtue of a member's attendance at a meeting of the authority, or any other meeting that is authorised by the authority, or designated as an approved duty under this Scheme, provided that no such payment shall be made to a relative or a member of the claimant's own household.

6. Renunciation

6.1 A councillor may by notice in writing to the Director of Law and Governance (or an officer authorised on their behalf) elect to forego any part of their entitlement to an allowance under this scheme.

7. **Part-year Entitlements**

7.1 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.

7.2 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:

(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 to 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

7.3 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 of such part of the basic allowance as bears to the whole the same proportion as the number of days during which their term of office subsists bears to the number of days in that year.

7.4 Where this scheme is amended as mentioned in sub-paragraph (7.1), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (7.2) (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 their term of office as a councillor subsists bears to the number of days in that period.

7.5 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 as bears to the whole the same proportion as the number of days during which they have such special responsibilities bears to the number of days in that year.

7.6 Where this scheme is amended as mentioned in sub-paragraph (7.2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (7.2) (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 they have such special responsibilities bears to the number of days in that period.

8. Travel and Subsistence

Travel Costs

8.1 Travel costs incurred by members in performing “approved duties” as specified in Schedule 2 to this Scheme shall be reimbursed at the prevailing public transport rates, provided that the use of taxis or members’ private motor vehicles may be permitted where public transport is either not available, or the journey by public transport would be likely to result in unreasonable delay.

8.2 Payment for the use of members’ private motor vehicles shall be made at the rate of 45 pence per mile.

8.3 The allowance payable for the use of motorcycles or bicycles shall be in accordance with the rates prescribed by the scheme of conditions of service applicable to the authority’s employees generally.

Subsistence Payments

8.4 Members necessarily absent from home for a period in excess of four hours (but not including absence overnight) shall be entitled to receive a payment in respect of the purchase of meals at the following rates relevant to the time of day:-

Breakfast allowance (before 11 a.m.)	£7.00
Lunch allowance (12 noon to 2 p.m.)	£10.00

Tea allowance (3 p.m. to 6 p.m.)	£3.00
Evening meal allowance (after 7 p.m.)	£12.00

8.5 Notwithstanding the rates specified at (8.4) above, members shall be entitled to claim reimbursement of the actual cost of meals taken on trains provided this is reasonable and supported by an official receipt, subject to the following limitations:

4-8 hours	cost of 1 main meal
8-12 hours	cost of 2 main meals
Over 12 hours	cost of 3 main meals

8.6 In cases where a meal is provided free of charge by an outside organisation, the entitlement to a subsistence payment shall be reduced by an amount equivalent to the rate prescribed for a meal relevant to the time of day, namely:

Breakfast	£7.00
Lunch	£10.00
Tea	£3.00
Evening Meal	£12.00

8.7 Members absent from home for a continuous period of 24 hours or more (necessarily including an overnight stay) shall be entitled to claim, in respect of the purchase of meals and overnight accommodation, reimbursement of the actual costs incurred (where supported by receipts) up to a maximum of:

Standard rate	£116.00
Central London/LGA Annual Conference Rate	£153.00

For the purposes of this section "Central London" is defined as the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

8.8 The rates of allowances set out in clauses 8.4 to 8.7 above shall be revised from time to time in accordance with the rates prescribed by the scheme of conditions of service applicable to the authority's employees generally.

9. Payment of Allowances

9.1 Allowances payable under this scheme shall be paid in equal monthly instalments of one-twelfth of the annual amounts specified in paragraph 3 above and Schedule 1 hereto.

9.2 Payment of allowances and expenses under this scheme shall be made by the Director of Resources by Bankers' Automated Clearing Services (or such other method of payment as may be acceptable to the Council) on the 18th day of every month (except on Bank Holidays, when arrangements for earlier payment may be made).

9.3 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 than the amount to which, by virtue of paragraph 7, they are entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which they are entitled.

10. Other Allowances

10.1 Remuneration for Independent Persons sitting on the Constitution and Standards Committee will be as follows:-

Four Persons: payment of £30 per meeting or per three hours.

SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable, and the amounts of those allowances.

	£
Leader of the Council (Chair of P&R)	24,000
Deputy Leader of the Council (Vice Chair of P&R)	12,000
Leader of the Largest Group (if not Leader of the Council)	14,400
Leader of the Second Largest Group (Comprising of at least 4 members and if not Leader of the Council)	14,400
Leader of the Third Largest Group (Comprising of at least 4 members and if not Leader of the Council,)	7,200
Leader of the Fourth Largest Group (Comprising of at least 4 members and if not leader of the Council)	4,800
Leader of Other Groups (Comprising of at least 4 members and if not Leader of the Council)	1,200
Deputy Leader of the Largest group (if not Deputy Leader of the Council)	12,000
Deputy Leader of the Second Largest group (Comprising of at least 6 members and if not Deputy Leaderof the Council)	7,200
Deputy Leader of the third largest group (Comprising at least 6 members and if not Deputy Leader of the Council)	3,600
Deputy Leader of the fourth largest group (comprising of at least 6 members and if not Deputy Leader of the Council)	2,400
Deputy Leader of Other Groups (Comprising of at least 6 Members and if not Deputy Leader of the Council	600
Mayor of Wirral	12,000
Deputy Mayor of Wirral	2,400
<u>Committee Chairs:</u>	
Chairs of the Policy and Services Committees (x6)	9,600
Finance Sub Chair	4,800
Chair of Planning Committee	4,800

Chair of Regulatory and General Purposes Committee / Licensing Act Committee (combined Chair role)	4,800
Chair of Audit and Risk Management Committee	4,800
Chair of Constitution and Standards Committee	4,800
Chair of Pensions Committee	3,600
Chair of Partnerships Committee	3,600

Outside Organisations:

Merseyside Recycling and Waste Authority representative (x2)	1,834
Liverpool City Region Transport Committee*(x4)	5,675
*Increase this SRA by 4,433 if also made a Lead Member OR increase this SRA by 2,660 if made Opposition Spokesperson	
Observer on Mersey Ferries Board	Expenses
Observer on Beatles Story Board	Expenses

SCHEDULE 2

APPROVED DUTIES

Attendance at any of the following is designated as an approved duty for the purpose of the payment of travel and subsistence allowances:-

(a) meetings of the Council, committees (including advisory committees), subcommittees, member panels or working parties;

(b) meetings of associations of local authorities (including committees, special interest groups or working parties) of which the council is a member;

(c) meetings of the Merseyside Recycling and Waste Authority;

(d) meetings (including annual site inspections) authorised from time to time by the Cabinet and to which representatives of more than one political group have been invited;

(e) formal site visits (organised in addition to the annual tour of inspection) by members of the Planning Committee;

(f) meetings by the Party Leaders or their nominees with Government Ministers where at least two political groups have been invited;

(g) meetings by the Party Leaders or their nominees at offices of the European Union in pursuit of Council policies (and when accompanied by officers);

(h) attendance by, Party Leaders or Deputies and Committee Chairs or spokespersons (or their nominees) at briefings, meetings and events convened by a Chief Officer to deal with Council business;

(i) Court hearings (e.g. on Licensing or other matters) where the member is attending on behalf of the Council;

(j) Public Inquiries (when the member is representing the Council);

(k) Training courses for Councillors included in an approved programme, as agreed by the Standards and Constitutional Oversight Committee;

(l) attendance at seminars or presentations where this is authorised by a committee (for members of that committee only);

(m) meetings of the following bodies to which the Council makes appointments or nominations:-

(A) LEADER (Chair of Policy & Resources Committee)

- Liverpool City Region Cabinet
- Liverpool City Region Combined Authority
- Liverpool City Region Combined Authority Scrutiny Panel
- Liverpool City Region Boards
- Liverpool City Region Local Enterprise Partnership - Director
- Local Strategic Partnership Assembly
- NW Regional Leaders' Board (Nomination)

(B) ADULT SOCIAL CARE AND PUBLIC HEALTH

- Age UK
- Arch Initiatives - Wirral Management Committee
- Cheshire and Wirral NHS Partnership Trust: Appointed Governor
- Clatterbridge Cancer Centre NHS Foundation Trust
- John Lloyd Corkhill Trust
- Merseyside Society for the Deaf
- Wirral University Teaching Hospital Foundation Trust - Governors

(C) CHILDREN, YOUNG PEOPLE AND EDUCATION

- Birkenhead Sixth Form College Governing Body
- C E Gourley VC Endowment Fund
- Lower Bebington School Lands Foundation
- National Society for the Prevention of Cruelty to Children
- Oaklands Centre Management Committee
- St Bridget's Educational Trust
- West Kirby Residential School
- Wirral Metropolitan College Governing Body (Nomination)

- Wirral Play Council Executive Committee
- Wirral Play Partnership

(D) ECONOMY, REGENERATION AND DEVELOPMENT

- Chrysalis (General Partner) Limited - Director
- Conservation Area Advisory Committees
- Lairdside Communities Together
- Mersey Maritime Group Ltd
- Mersey / Dee Alliance
- North Birkenhead Development Trust (Director)
- Wirral Chamber of Commerce
- Wirral Citizens' Advice Bureau
- Wirral Council for Voluntary Service - Management Committee

(E) ENVIRONMENT, CLIMATE CHANGE AND TRANSPORT

- Active Travel Forum
- Liverpool Airport Consultative Committee
- Local Government Association Coastal Issues Special Interest Group
- Manchester Port Health Authority
- Mersey Port Health Committee
- Merseyside Waste Disposal Authority
- Merseytravel Committee of the Liverpool City Region Combined Authority
- National Parking Adjudication Service Joint Committee

(F) HOUSING

- Magenta Living – Board members
- Magenta Living: Community Fund Working Group
- Magenta Living: Governance and Membership Committee
- Prima Management Board

(G) TOURISM, COMMUNITIES, CULTURE & LEISURE

- Beechwood Play and Community Centre Joint Management Committee
- Charing Cross Play, Youth and Community Centre Joint Management Committee
- Gautby Road Play & Community Centre Joint Management Committee
- The Lauries Centre
- Leasowe Play, Youth & Community Association Joint Management Committee
- Mayer Trust, Bebington
- Merseyside Cultural Forum

- Merseyside Fire and Rescue Authority
- Merseyside Police and Crime Panel
- New Ferry Village Hall Joint Management Committee
- Royal Liverpool Philharmonic Society
- Seacombe Community Association (Council)
- Tam O'Shanter Cottage Trust
- Wirral Community Safety Partnership
- Wirral Council and Riverside Challenge Fund Working Group
- Wirral Multicultural Organisation
- Woodchurch Community Centre Joint Management Committee

(H) REGULATORY AND GENERAL PURPOSES COMMITTEE

- North Western Inshore Fisheries and Conservation Authority

(I) SUPPORT SERVICES

- Birkenhead Market Limited/Birkenhead Market Services Limited, Director
- Local Government Association: General Assembly
- North Western Local Authorities Employers' Organisation
- SIGOMA (LGA Special Interest Group of Metropolitan Authorities)
- West Kirby Charities