

PART 6

Members' Allowances Scheme

Members' Allowances Scheme

MEMBERS ALLOWANCES SCHEME

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 for the year commencing on 1 April 2004 and subsequent years.

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 Finance, 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

Subject to paragraph 7, for each year a basic allowance of £9,000 shall be paid to each councillor.

4. Special Responsibility Allowances

(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.

(2) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.

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

5. Childcare and Dependants' Carers' Allowance

An allowance not exceeding £4.50 per hour 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

A councillor may by notice in writing to the Borough Solicitor and Secretary (or an officer authorised in that behalf) elect to forego any part of his/her entitlement to an allowance under this scheme.

7. Part-year Entitlements

(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.

(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

(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 his/her term of office subsists bears to the number of days in that year.

(4) Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in sub-paragraph (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 his/her term of office as a councillor subsists bears to the number of days in that period.

(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 he/she has such special responsibilities bears to the number of days in that year.

- (6) Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (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 he or she has such special responsibilities bears to the number of days in that period.

8. Travel and Subsistence

(a) Travel Costs

- (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.
- (2) Payment for the use of members' private motor vehicles shall be made at the rate of **40 pence per mile**.
- (3) The allowance payable for the use of motor cycles or bicycles shall be in accordance with the rates prescribed by the scheme of conditions of service applicable to the authority's employees generally.

(b) Subsistence Payments

- (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.)	£5.50
Lunch allowance (12 noon to 2 p.m.)	£7.50
Tea allowance (3 p.m. to 6 p.m.)	£3.00
Evening meal allowance (after 7 p.m.)	£9.25

- (5) Notwithstanding the rates specified at (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

- (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	£5.50	Tea	£3.00
Lunch	£7.50	Evening Meal	£9.25

- (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	£100.00
Central London/LGA Annual Conference Rate	£130.00

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.

9. Payment of Allowances

- (1) Allowances payable under this scheme shall be paid in equal monthly instalments of one-twelfth of the annual amounts specified in paragraph 3 hereof and Schedule 1 hereto.
- (2) Payment of allowances and expenses under this scheme shall be made by the Director of Finance by Bankers' Automated Clearing Services (or such other method of payment as may be acceptable to the Council) on the last Thursday of every month (except in December, when arrangements for earlier payment may be made).
- (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, 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.

15 December 2003

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.

	<u>1.1.04</u>	<u>1.4.04</u>
	<u>£</u>	<u>£</u>
Leader of the Council	21,250	22,500
Deputy Leader of the Council*	10,625	11,250
Leader of the largest opposition group	12,750	13,500
Deputy Leader of the largest opposition group	6,375	6,750
	8,500	9,000
Leader of the second largest opposition group	4,250	4,500
Deputy Leader of the second largest opposition group	8,500	9,000
Cabinet Members		
Select Committee Chairs	4,250	4,500
<u>Advisory/Regulatory Committee Chairs</u>	<u>£</u>	<u>£</u>
Licensing, Health and Safety & GP	4,250	4,500
Employment and Appointments	2,550	2,700
Pensions	2,550	2,700
Planning	4,250	4,500
Standards	850	900
Licensing Panel "members' pool"***	-	900
Merseyside Waste Disposal Authority representatives	1,700	1,800

* If the deputy leader of the largest group is not the deputy leader of the Council, the special responsibility allowance shall be reduced to £9,000.

** Allowance to become payable only when provisions of Licensing Act 2003 fully implemented.

15 December 2003.

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), sub-committees, 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 Waste Disposal 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 Cabinet members, Party Leaders or Deputies and Committee Chairs or spokespersons (or their nominees) at briefings or other meetings 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) Hearings of Industrial and Employment Appeal Tribunals by members of the Appeals Sub-Committee;
- (k) Public Inquiries (when the member is representing the Council);
- (l) Training courses for Councillors included in an approved programme;
- (m) attendance at seminars or presentations within the Borough where this is authorised by a committee (for members of that committee only) or by the Cabinet if the invitation is to be extended to all members of the Council;
- (n) meetings of the following bodies to which the Council makes appointments or nominations:-

Economic Regeneration and Community Planning

Area Citizens Advice Bureaux
Area Forums
Egerton House Trust
ERNACT Inter-Regional Management Committee (Labour/Conservative Leaders or nominees)
Greater Merseyside Enterprise
Heritage Skills
Leasowe Regeneration Partnership
Local Strategic Partnership
Mersey Partnership
Mersey Waterfront Regional Park Management Board
Merseyside Enterprise Board
New Opportunities on Wirral Management Board
New Wallasey Partnership Board
New Wallasey Councillors Forum
Shipping and Shipbuilding Communities Initiative
Strategic Alliance (Council Leader, Cabinet member and Conservative Group Leader, or nominees)
Wirral Council for Voluntary Services (Board of Directors)
Wirral Enterprise Forum (Cabinet member and Party Leaders)
Wirral Waterfront Partnership Board
Working Wirral ILM Project (Board meetings)

Education and Cultural Services

Education

LGA Education Committee (Cabinet member or nominee)
Careers Connexions Board Meetings (Cabinet member)
Headteachers Appointment Panel
JCC for NAHT, PAT and SHA
Lifelong Learning Partnership Board (Cabinet member or nominee)
JCC for Primary and Secondary Teachers
Liverpool University Court and Council
Meetings between spokespersons and headteachers and teacher/governors to improve communication with governing bodies
Meetings of Governors within the area of the Authority specifically to appoint teaching staff
North West Associated Education Authorities
Oaklands Centre Management Committee
Standing Advisory Committee on Religious Education (SACRE)
Wirral Metropolitan College (Board meetings)
Youth Service Advisory Committee

Cultural Services

Arts Council
Birkenhead Park Advisory Committee
Birkenhead Repertory Theatre
Community Association Management Committee
Groundwork Wirral
Hilbre Island Nature Reserve Management Committee
Mayer Trust, Bebington
Merseyside Chairs' meetings
Merseyside Cultural Forum
Merseyside Tourism Board - Member/Officer Task Group

North West Regional Libraries System
North West Council for Sport and Recreation
North West Sports Assembly (Cabinet member only)
North West Tourist Board
Tam O'Shanter Cottage Trust
Wirral Sports Council
Wirral Groundwork Trust
Wirral Play Council - Executive Committee

Environment, Transportation and Planning Strategy

Environment

Birkenhead/Wallasey Industrial Liaison Committee
Cheshire Liaison Committee on Pest Control
Deeside Industrial Park Liaison Committee
District Liaison Committee - British Nuclear Fuels Ltd
Environmental Forum
Liaison Committee on Industrial Pollution (Bromborough and Eastham)
Liverpool Airport - Consultative Committee
Local Agenda 21 Steering Group
Merseyside Environmental Agency Liaison Committee (Chair only)
Merseyside Pest Control Joint Committee
Mersey Port Health Sub-Committee
National Society for Clean Air
Noise Abatement Society
North Western and North Wales Sea Fisheries Committee
North West Home Safety Council
Radiation Monitoring Working Party
Strategic Aviation Special Interest Group (SASIG)
Trading Standards Joint Committee
Waste Strategy Group
Wirral Pathways Group

Highways/Transportation

Association of Public Service Excellence (formerly ADLO)
LGA meetings re CCT (Cabinet member or nominee)
Bidston/Wrexham Line Liaison Committee
Coastal Forum (Cabinet member or nominee)
Liverpool Bay Coastal Group (Cabinet member or nominee)
Merseyside Engineering Group (Cabinet member or nominee)
Merseyside Strategic Transportation and Planning Committee
Merseytravel Advisory Panels (Cabinet member or nominee)
National Rivers Authority Flood Defence Advisory Committee
North West Regional Association - Transportation Working Group (Cabinet member or nominee)
North West Regional Consultative Committee (Cabinet member or nominee)
Passenger Advisory Committee (Wirral)
Regional Annual Consultative Committee (Cabinet member or nominee)
TPP meetings with Regional Director of Transport (Cabinet member or nominee)

Planning

All Conservation Area Advisory Committees
Dee Estuary Forum
Mersey Estuary Management Plan - Workshops/Meetings
Merseyside Strategic Transportation and Planning Committee
Safety at Sports Grounds Panel - site visits
Waste Strategy Group

Finance and Corporate Management

Domestic Violence Forum
Merseyside Community Relations Council
Merseyside Co-ordinating Committee and its sub-committees
Merseyside Joint Consultative Committee
Merseyside Leaders/Chief Executives (Leader/Deputy Leader of the Council)
Merseyside Taxi-cab and Private Hire Forum
National and Provincial Councils for APT & C Staff
National and Provincial Councils for Manual Workers
National Housing and Town Planning Council - National Executive Committee
North West Regional Association
North West Water Liaison Meetings
North West Regional Chamber
Objective 1 Monitoring Committee
Post Office and Telecommunications Advisory Committee
T.A.V.R.Assoc (N.W. England and Isle of Man)
Wirral and North Wales Purchasing Organisation (Governing Body and joint meetings)
Wirral Challenge Awards Judging Panel
Wirral Health Partnership Board
Wirral Multi-Cultural Organisation
Wirral Steering Group against Racial Attack and Harassment
Member/Trade Union Joint Consultative Panel (APT&C)
Member/Trade Union Joint Consultative Panel (Manual)

Housing and Community Safety

Beechwood Estate Management Committee (Bidston Ward Councillors)
Leasowe Community Homes Management Board
Leasowe Estate Renewal Initiative - Board Meetings
Police/Community Liaison Forums
Safer Merseyside Partnership/Wirral District Executive
Sheltered Housing Panel
Unified Waiting List Agency - Management Advisory Board
Wirral Partnership Homes (meetings and training – pre-ballot)

Pensions

Investment Advisory Panel (all members of Pensions Committee)
Local Authority Pension Fund Forum

Social Care and Health

Adoption Panel

Arch Initiatives (Merseyside Drugs Council/Wirral Management Committee)

Drug Advisory Committee

Henshaw's Society for the Blind

North West Regional Association for the Blind General Council and Executive Committee

North Regional Association for the Deaf General Council and Executive Committee

Review Panel (Complaints Procedure)

Rota visits to residential establishments and Social Services Officers by individual members of the Social Services Committee

Special Health Promotion Service - Joint Commissioning Board