

PART 6

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 2008 and subsequent years.

The Scheme was reviewed in October 2013 and the revised Scheme came into effect on 1 January 2014. Additional monitoring and review has continued, the most recent having taken place in July 2017.

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**

- 3.1 Subject to paragraph 8, for each year a basic allowance of **£8,712.45** shall be paid to each councillor.

(Reduced by 5% following a meeting of the Independent Panel on Members Allowances who made a recommendation re: this to Council in October 2012 which was agreed)

4. **Liverpool City Region Transport Committee – Basic Allowance**

- 4.1 Subject to paragraph 8, for each year a basic allowance of **£5,675** shall be paid to each of the four Councillors who sit on this Committee.

5. **Special Responsibility Allowances**

- 5.1 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.

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

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

6. Childcare and Dependants' Carers' Allowance

- 6.1 An allowance **not exceeding £7.50 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.

7. Renunciation

- 7.1 A councillor may by notice in writing to the Assistant Director: Law and Governance (Monitoring Officer) (or an officer authorised in that behalf) 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 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.

- 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:

- (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

- 8.3 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.

- 8.4 Where this scheme is amended as mentioned in sub-paragraph (7.2), 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 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 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.
- 8.6 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 he or she has such special responsibilities bears to the number of days in that period.

9. Travel and Subsistence

Travel Costs

- 9.1 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.
- 9.2 Payment for the use of members' private motor vehicles shall be made at the rate of **45 pence per mile**.
- 9.3 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.

Subsistence Payments

- 9.4 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.)	£6.00
Lunch allowance (12 noon to 2 p.m.)	£9.00
Tea allowance (3 p.m. to 6 p.m.)	£3.00
Evening meal allowance (after 7 p.m.)	£11.00

- 9.5 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

- 9.6 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	£6.00
Lunch	£9.00
Tea	£3.00
Evening Meal	£11.00

- 9.7 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	£110.00
Central London/LGA Annual Conference Rate	£144.00

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.

10. Payment of Allowances

- 10.1 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.
- 10.2 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 18th

day of every month (except on Bank Holidays, when arrangements for earlier payment may be made).

- 10.3 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.

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	22,927
Deputy Leader of the Council	11,463
Deputy Leader of the largest group	11,463
Leader of the largest opposition group (Cons.)	13,756
Deputy Leader of the largest opposition group	6,878
Leader of 2nd largest opposition group (Lib Dem)	9,171
Deputy Leader of 2nd largest opposition group	4,585
Mayor of Wirral	10,700
Deputy Mayor of Wirral	1,500
<u>Cabinet Member Portfolios:</u>	9,171
<u>Overview and Scrutiny Committee Chairs:</u>	4,585
<u>Other Committees:</u>	
Licensing, Health & Safety & General Purposes	4,585
Pensions	2,751
Planning	4,585
Standards and Constitutional Oversight	1,375
Audit and Risk Management	4,585
Standards and Constitutional Oversight Committee – Independent Persons x 4 a payment of £25 per meeting each	
Merseyside Waste Disposal Authority representatives (£1834 x 2)	3,668
Liverpool City Region Transport Committee	
Lead Member Finance and Organisation Development	4,433
Lead Member Bus	4,433
Observer on Mersey Ferries Board	expenses only
Observer on Beatles Story Board	expenses only
Opposition Spokesperson	2,660

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:-

(A) LEADER

- 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
- NW Regional Leaders' Board (Nomination)
- Local Strategic Partnership Assembly

(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 AND FAMILY SERVICES

- 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

- Chrysalis (General Partner) Limited - Director
- Conservation Area Advisory Committees
- Lairdsid 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 AND SUSTAINABILITY

- Liverpool Airport Consultative Committee
- Local Government Association Coastal Issues Special Interest Group
- Manchester Port Health Authority
- Mersey Port Health Committee
- Merseyside Waste Disposal Authority

(F) GOVERNANCE, COMMISSIONING AND IMPROVEMENT

- Wirral Multicultural Organisation

(G) LEISURE, SPORT AND CULTURE

- 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
- New Ferry Village Hall Joint Management Committee
- Royal Liverpool Philharmonic Society
- Seacombe Community Association (Council)
- Tam O'Shanter Cottage Trust
- Woodchurch Community Centre Joint Management Committee

(H) HIGHWAYS AND TRANSPORT

- Merseytravel Committee of the Liverpool City Region Combined Authority (Not an Approved Duty)
- National Parking Adjudication Service Joint Committee
- Wirral Cycle Forum
- Wirral Pedestrian Forum

(I) LICENSING, HEALTH AND SAFETY AND GENERAL PURPOSES COMMITTEE

- North Western Inshore Fisheries and Conservation Authority

(J) NEIGHBOURHOODS, HOUSING AND ENGAGEMENT

- Leasowe Community Homes Management Board
- Magenta Living – Board members
- Magenta Living: Community Fund Working Group
- Magenta Living: Governance and Membership Committee
- Merseyside Fire and Rescue Authority
(Not an Approved Duty)
- Merseyside Police and Crime Panel
- Wirral Community Safety Partnership
- Wirral Council and Riverside Challenge Fund Working Group

(K) 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