

## **PART 7: MEMBERS' ALLOWANCES SCHEME**

This document sets out the range of allowances payable to Members of the County Council. It is intended to help Members understand which allowances may be claimed and in what circumstances.

Members are not obliged to claim allowances. If any member wishes to waive their right to claim all or some of the allowances payable they should write to the Council's Democratic Services & Scrutiny Secretariat explaining their wishes.

Members may also be entitled (if they wish to take advantage of any salary sacrifice scheme administered by the Council) to receive their allowances through a combination of direct payment and benefits by sacrificing a proportion of those allowances in return for a non-cash benefit; provided again that they give notice in writing to the Council's Democratic Services & Scrutiny Secretariat of their intention to forego that proportion or amount of allowance required under the sacrifice scheme.

The Devon County Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991, as amended, hereby makes the following scheme:

1. This scheme amends the existing Devon County Council Members' Allowances Scheme and shall have effect from May 2023 (from the annual meeting)
2. In this scheme:
  - "*Councillor*" means an Elected Member of Devon County Council;
  - "*year*" means the 12 months ending with 31 March.

### **3. Basic Allowance**

Subject to paragraph 8, for each year an allowance (the basic allowance) reflecting the figure agreed by the County Council in May 2005 and subsequently uprated in line with paragraph 5(h) below (currently £14,025) shall be paid to each Councillor.

It is intended to recognise the time commitment of all Councillors, including the inevitable calls on their time at various meetings of the Council, with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs, such as the use of home for council business, postage, telephone rental and broadband charges.

It is also intended to cover travel expenses incurred within the Councillors Ward, unless the event or meeting is one listed under schedule 1 or 2.

It will be paid automatically to members in twelve monthly instalments.

#### 4. Special Responsibility Allowance

- a) Subject to d) below, in each year a Special Responsibility Allowance calculated in line with the basic allowance multiplier or as otherwise shown shall be paid to those members who hold the responsibilities listed below:

Special Responsibility/Designated Role	£ 2023/2024	Basic Allowance Multiplier
Leader of the Council	35,063	2.5
Deputy Leader of the Council	28,050	2
Cabinet Members	21,038	1.5
Chairs, Scrutiny Committees	10,238	0.73
Vice-Chairs, Scrutiny Committees	5,119	0.365
Chair of the County Council	11,220	0.8
Vice- Chair of the County Council	3,906	0.2785
Chair, Development Management Committee	7,013	0.5
Vice Chair, Development Management Committee	3,506	0.25
Chair, Investment & Pension Fund Committee	7,013	0.50
Chair, Appeals Committee	3,506	0.25
Chair, Farms Estate Committee	3,506	0.25
Chair, Public Rights of Way Committee	3,506	0.25
Chair, Audit Committee	3,506	0.25
Leader, Liberal Democrat Group <i>(recognising duties undertaken for and by Members of that Group)</i>	7,013	0.5
Leader, Labour Group <i>(recognising duties undertaken for and by Members of that Group)</i>	7,013	0.5
Leader, Independent or Non Aligned Group <i>(recognising duties undertaken for and by Members of that Group)</i>	3,506	0.25

- b) These allowances will be paid automatically to designated members in twelve monthly instalments;

- c) In addition, a Special Responsibility Allowance of £50 per meeting shall be payable for attendance by members at meetings of Stage III Review Panels convened under the Social Services Complaints Procedure;
- d) Excepting c) above, an individual member may not claim more than one Special Responsibility Allowance at any time and unless otherwise notified only the higher Allowance will be payable.

## **5. Travelling and Subsistence Rates**

- a) Those duties set out in Schedule 1 will attract payment of travelling and subsistence allowances, including travel costs for journeys between a member's home address and County Hall, in recognition of the fact that they undertake County Council work at their place of residence; provided that Members may not claim any cost of car parking incurred at County Hall or any other administrative offices of the County Council where the Council itself levies a charge for car parking. Those duties listed in Schedule 2 will be eligible for travelling allowances only.

b)

- i) Where travel within the County of Devon is in the member's own private vehicle the rates of travelling allowance payable will be equivalent to the Commercial rate laid down from time to time by Her Majesty's Revenue & Customs (HMRC), currently 45p per mile for the first 10,000 miles and 25p per mile thereafter. This also applies to electric and hybrid vehicles.

A supplement of 1p per mile for each passenger carried will also be paid.

- ii) Where a member undertakes official duties within the geographical counties listed below and travels in their own car, they may claim actual mileage in line with the above rate:

Cornwall, Devon, Dorset, Gloucestershire, Hampshire, Somerset, Wiltshire and the area of the former Avon County Council

- c) When the performance of an approved duty involves an absence (not involving an overnight absence from the normal place of residence) a member may also claim subsistence in line with the following rates, but for out of County events only.

An absence of more than 4 but less than 8 hours	£10.16
An absence of more than 8 but less than 12 hours	£16.27
An absence of more than 12 hours	£20.34

- d) For absence overnight (from usual place of residence) — £81.06 £153.00 in London (PWC)). Where accommodation cannot be found within these price parameters, the Council can adopt a more flexible approach but obtaining best value for money, taking account all relevant other factors (safety, proximity to venue, availability, convenience and location), with agreement being sought from the Head of Democratic Services.
- e) Subject to (b) above, where travel is outside the County of Devon standard class rail fare or ordinary fare for other public conveyance only will be payable. Where it is impractical for members to travel by public transport they may travel by car and claim mileage.
- f) The rate for travel within the County of Devon, including the areas of Plymouth and Torbay, by a Member's own motor cycle will be 24 pence per mile, irrespective of the engine capacity of the motor cycle.
- g) An allowance of 20 pence per mile shall be payable to those members using pedal cycles to undertake official duties.
- h) The rates of allowance at paragraphs 3 and 4 above shall be increased only with the express approval of the County Council having regard to any increase in line with NJC Pay Awards. The rates at sub-paragraphs [5] (c), (f) and (g) above shall be increased automatically in line with NJC Pay Awards.

## 6. Carer's Allowance

- a) When a carer has been engaged to enable a Member to carry out an approved duty listed in Schedule 1 or those bodies listed in Schedule 3 where such bodies are unable to pay Carer's Allowance:
  - i) where charges are levied on an hourly basis, Members may claim actual and necessary costs incurred for the period of the approved duty (including time traveling time taken by a Member to 'drop-off' or 'pick-up' a dependent or by a carer engaged by a member to look after a dependant in the member's home) up to the maximum of the UK Real Living Wage rate currently £12.00 per hour (as may be amended from time to time) for each dependent, or;
  - ii) where charges are levied by a provider for a fixed period or session, Members may claim the cost of any such fixed period/session or periods/sessions incurred for the period of

the approved duty (including time traveling time taken by a Member to 'drop-off' or 'pick-up' a dependent) up to the maximum of the UK Real Living Wage rate currently £12.00 per hour (as may be amended from time to time), for each dependent;

- b) A carer will be any responsible adult who does not normally live with the member as part of his/her family;
- c) An allowance will be payable if the dependent being cared for:
  - i) is a child under the age of 14; or
  - ii) is an elderly person; or
  - iii) has a recognised physical or mental disability who is the responsibility of the Member and should not be left unsupervised.

## **7. Co-optee's Allowance**

An allowance of £500 per annum shall be paid to co-opted Members of the Standards Committee and the Independent Member of the Devon Pension Board.

## **8. Part-Year Entitlements**

This scheme incorporates the provisions in the 1991 Regulations or any superseding rules which provide for the apportionment of an allowance when a member serves for less than a whole year either as a councillor or in a capacity of special responsibility or when the Scheme is amended during a year. Essentially, all adjustments to payments are done pro-rata to the number of days in year.

## **9. Claims**

- a) All claims for allowances under this scheme shall be made on electronically via iTrent supported by receipts as appropriate. A separate claim must be submitted for each month by the following dates - <https://inside.devon.gov.uk/task/payroll-deadlines/> if payment is to be made by the due date. Claims which are submitted late may need special Council approval before payment.
- b) All claims should be made via the iTrent system regularly each month - <https://inside.devon.gov.uk/task/itrent-self-service/access-itrent/>.

## **10. Payments**

- a) Payments shall be made on the last working day of each month and shall include, subject to sub-paragraph (b), one-twelfth of the amounts specified in this scheme for any basic or special responsibility allowances to which a member may be entitled.

- b) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic or special responsibility allowance would result in the member receiving more than the amount to which, by virtue of paragraph 8, 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.
- c) Payments will normally be made direct into a bank account. Appropriate details should be given to the Council's Democratic Services & Scrutiny Secretariat.

## SCHEDULE 1 - APPROVED DUTIES, CONFERENCES OR MEETINGS QUALIFYING FOR THE PAYMENT OF TRAVELLING AND SUBSISTENCE ALLOWANCES

### 1. Approved Conferences/Delegates, viz:

Local Government Association Annual Conference	Representatives appointed by the County Council to the LGA General Assembly
National Children's and Adults Services Conference  <i>[NB: This replaces the former separate LGA Education and Social Services Annual Conferences]</i>	Cabinet Members for Children's Services and Schools; Adult Social Care and Health Services and the Chair of the Children's Scrutiny Committee and Health & Adult Care Scrutiny Committee
County Councils Network Annual Conference	Representatives appointed by the County Council to the CCN Council

### NOTES:

Attendance by the delegates (or a substitute nominated by the identified member or office holder) listed at any of the above 'approved' conferences shown is automatically approved for the payment of allowances.

Any variation thereto will require the approval of the budget holder, the Head of Democratic Services, in liaison with the Leader of the Council as appropriate, in accordance with framework outlined in Procedures [Minute 33](#) (5/6/18)

Attendance at any other conference(s) will require the specific approval of the Leader of the Council with a presumption that attendance will not be permitted unless a case is made.

In determining whether or not a case has been made for a specific approval or to Conferences being added to the approved list consideration will be given to:

the views of the relevant Cabinet Member and Chief Officer on the desirability/relevance of attendance at the event;

the significance of the event;

all party representation being appropriate; or

representation rotating between groups on an annual basis;

attendance being authorised but with a 'lesser' category of allowances payable (e.g. travelling & subsistence only).

Conference fees, accommodation and allowances are all payable by claim to the Chief Executive. In most cases however the booking and payment of the fee and for accommodation will normally be made direct by the Council's Democratic Services & Scrutiny Secretariat.

2. LGA Policy Boards – In line with the [report considered by the Procedures Committee](#) and the review in 2021 - [Procedures Committee - 16th November, 2021](#) in relation to LGA Policy Boards, Members are expected to seek approval before they accept the appointment as to whether the Council will pay for the travel expenses for the meetings of the Board. This would be via approval of the budget holder, the Head of Democratic Services, in liaison with the Leader of the Council. Members would be expected to make a case, outline the expected costs and frequency and also demonstrate the benefits to the Council.
3. Meetings of the County Council, Cabinet, Committees, Joint Committees, Fora, Working Parties and Panels properly constituted by the County Council under Standing Orders where the Councillor
  - (a) has been appointed by the Council as a member, a substitute or a representative; or
  - (b) is exercising a constitutional right to attend and/or to speak; or
  - (c) is attending as Local Member relating to a matter on the agenda.(a claim cannot be made for attendance in an observer capacity only)
4. Ad hoc formally constituted working groups/panels/task and finish groups, convened by the Council, where the Councillor is (a) a named member of the body or (b) is formally invited to attend and/or participate.
5. Formal meetings convened by other authorities where the member has been appointed as the Council's representative.
6. Duties necessarily undertaken by the Chair of the Cabinet, Cabinet Members or Chairs, Vice-Chairs of Committees or Working Parties/Panels.
7. Meetings of those National, Regional and County-wide bodies to which representatives have been appointed by the County Council, except where the body itself pays allowances.



8. Seminars, briefings or training events arranged for the benefit of Members of the Council.
9. Attendance at a community event where the Local Member is invited by virtue of contribution of Locality Budget Funding.
10. Meetings of the following bodies:
  - AONB Advisory Committees
  - Dame Hannah Rogers School (Ivybridge)
  - Devon School & Local Admissions Fora
  - Governing Bodies of Maintained Special Schools
  - Grand Western Canal Advisory Committee
  - Inshore Fisheries & Conservation Authority
  - National Association of Standing Advisory Council on Religious Education
  - Northbrook Community Trust
  - Royal School for the Deaf (non county councillors only)
  - St Loyes College Council
  - Standing Advisory Conference on Religious Education
  - School Admission Appeals Committees (non-county councillors only) and Independent Remuneration Panels
  - West of England School for Children with Little or No Sight
11. Single member duties:

in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise inspection of premises;

in connection with arrangements for the attendance of pupil at a school approved for the purpose of section 188 (Special Schools) of the 1993 Education Act.
12. An annual visit by the County Councillor for the Bideford South and Hartland Electoral Division to the Island of Lundy to visit his constituents, subject to prior agreement with the Council's Democratic Services & Scrutiny Secretariat.

## **SCHEDULE 2 - OTHER BODIES: TRAVELLING ALLOWANCES ONLY**

1. Members attending and participating in site visits or other meetings properly convened by or with the knowledge of the Chief Executive, for example, site visits for development management and / or scrutiny task group investigation work.

2. Any Civic or Ceremonial event at the invitation of the Chair of the Council or the Chief Executive (e.g official openings of Council premises, launches of Council services, road schemes etc.
3. Meetings of Town or Parish Councils in the electoral division of the Member concerned

### **SCHEDULE 3 - OTHER BODIES: WHERE PAYMENT IS MET BY THE BODY ITSELF**

- Dartmoor National Park Authority
- Somerset & Devon Fire Authority
- Exmoor National Park Authority
- Regional Flood and Coastal Committees
- Traffic Commissioners
- War Pensions Committees
- Governing Bodies of Schools

If any member requires advice on the application of any part of the members' allowances scheme, Karen Strahan (01392 382264) in the Democratic Services & Scrutiny Secretariat will be pleased to advise and help on eligibility or interpretation of the scheme and the Finance Section (01392 382982) on claims procedure or payments.

### **GENERAL NOTES**

#### **1. Dual Membership: Claiming**

A Member who is both a County Councillor and a District Councillor may claim allowances from both authorities should they undertake two separate duties — one for each authority — on the same day. The same position would apply to any member who also serves on any other body from which allowances may be claimed direct such as a National Park Authority.

A Member who is both a County and District Councillor may not however claim from both Councils for undertaking the same duty. Members must take particular care to avoid duplication or overlap of claims for travelling and subsistence expenses when, as may happen, they attend two separate events on the same day one as a County Councillor and one as District Councillor both of which take place at the same venue. Claims for the full return journey should not be made to both Councils. To avoid the impression that a Member may be seeking to maximise income in such instances it is suggested that Members should either claim the cost of the whole journey from the Council paying the lesser rate(s) or claim

for one single journey (from home to meeting) from one Council and the other single journey (from meeting to home) from the other Council.

Similarly, where a Member attends a meeting of the County Council or one of its Committees and then later that day attends a meeting of, say, an outside body to which they have been appointed as a County Council representative care should be taken in submitting any subsequent claims. In some instances allowances for attending meetings of an outside body will be paid by the County Council whilst in others allowances will be paid by the body concerned. The same principles as set out above should be adopted where meetings take place at the same venue. Where allowances are paid by the County Council (a full list of which is set out elsewhere in these Notes of Guidance) only one allowance will be payable in any twenty four hour period and (if both meetings taking place in the same location) then the member concerned may only claim for one return journey.

Claims for allowances, particularly those involving travelling and subsistence, should reflect the span of time of meetings and journey times regardless of when the journey is actually made. In other words a member should not claim allowances during any period before or after an official duty where they have chosen to arrive earlier or leave later, unless travelling by public transport. If a Member is in any doubt about entitlement they are urged to seek advice from the Council's Democratic Services & Scrutiny Secretariat before submitting a claim.

## **2. Rail Travel**

Members who are eligible to hold a senior citizens rail card can purchase them and be reimbursed by the County Council through the normal expenses' claim mechanism. The Council has decided that rail travel for Members shall be provided at standard class rates. Members are only therefore able to claim second class rail fare or if travelling by car, the equivalent amount.

## **3. Taxation**

### **Basic and Special Responsibility Allowances**

Members Basic and SRAs will be treated as emoluments of the office and subject to Tax and National Insurance contributions (NIC) by the PAYE process operated by the Council

## **Mileage Allowances**

These are taxed according to the profit element, which is calculated by comparing the amounts paid per mile with the Inland Revenue's Authorised Mileage Rates, which are reviewed annually. Amounts paid in excess of these figures will be included on the annual return of expenses and benefits to the Inland Revenue on form P11D. Any assessable tax will be recovered by adjustment to the Members' tax code in the following year. NIC deductions are made during the course of the year through the Payroll in the month in which the payments are made. Any mileage paid for travel from a Members external employer or site where the Member has not attended on DCC official business will be taxable and subject to NIC. This excludes travel for home to County Hall as for this purpose these journeys are deemed to be between bases within the employment.

## **Other Expenses**

In addition to the above payments, Members may be entitled to claim other expenses incurred in accordance with the Council's policy for the reimbursement of expenses. These will be claimed through the appropriate channels and will be subject to Income Tax and NIC in accordance with tax law. Deductions from payments should occur at the time the payment is made.

Charges for car parking incurred at County Hall or any other administrative offices of the County Council (where the Council itself levies any such charges) will be deducted from their monthly allowances/expenses payments, calculated in line with the agreed scale of charges as may be amended from time to time.

## **Other Benefits**

Members may be permitted to make use of the Council's assets for incidental personal use or benefit from facilities which give rise to a taxable benefit. Where this occurs, Members, via the Council's Democratic Services & Scrutiny Secretariat, will be required to declare benefits of this nature for inclusion the annual P11D return to the Inland Revenue.

#### **4. Dispensations**

The Council has agreed with the Inland Revenue that in certain instances payments of expenses and benefits should not give rise to a Tax or NIC liability as there is no profit element involved. Details of these dispensations or any further advice on Allowances, Tax and Social Security Benefits can be obtained from Devon Finance Services.

The Basic Allowance payable to members is intended to recognise and offset a proportion of the routine costs of correspondence and telephone calls. However, historically, Members have also been offered the loan of County Council ICT equipment when elected. That remains the Council's property and is not a disbursement, allowance or form of reimbursement of expenses. No alternative, monetary or financial provision is made for any Member who declines the loan of such equipment. It is not a universal offer (i.e. the same equipment provided to all members) and the Independent Allowances Remuneration Panel has consistently taken the view that this is an operational matter and falls outside the scope of the Allowances Scheme. Full details of equipment lent to Members are kept and are available for inspection.

5. Any reference to 'Chair of a Committee' shall be taken to include the Chair of the Cabinet.