Constitution of West Lindsey District Council

Part VI

Members' Allowances Scheme

Scheme of Members' Allowances 25/26 financial year

Contents

Section

1. Basic Allowance 1

2. Special Responsibility Allowances 1

3. Co-optees' Allowance 1

4. Dependant Carers' Allowance 1

5. Travelling Allowances 2

6. Subsistence Allowances 2

7. Payment of Allowances..... 3

8. Avoidance of Duplication Allowances..... 3

9. Election to Forego Allowances..... 4

10. Submission of Claims..... 4

11. Back-dating 4

Appendices

1) Rates of Allowances 5

2) Approved Duties 7

1. Basic Allowance

1.1 Every Member of the Council (subject to any election made under Section 9 of this Scheme) shall receive, for the period of this Scheme, the amount shown as Code A in Appendix 1 as a basic allowance.

2. Special Responsibility Allowances

2.1 The following Members of the Council (subject to any election made under Section 9 of the Scheme) shall receive for the period of this Scheme the amounts shown and set out in Appendix 1 as special responsibility allowances, namely:

	Code
Leader of Council	B
Deputy Leader(s)	C
Chair of Council	D
Vice Chair of Council	E
Chairman's Civic Allowance	F
Vice Chairman's Civic Allowance	G
Committee Chairs	H
Committee Vice-Chairs	I
Leader of the Opposition	J
Deputy Leader of the Opposition	K
Minority Group Leaders	L

2.2. For the Chairs of time-limited sub-committees, one twelfth of the relevant special responsibility allowance will be paid for each month (or part thereof) that the sub-committee is in operation.

3. Co-optees' Allowance

3.1 Subject to any election made under Section 9 of this Scheme, any person who is **not an elected member** but is appointed by the Council to a committee or sub-committee shall be paid an allowance, as shown as Code M in Appendix 1, for the period of this Scheme. For the avoidance of doubt this does not apply to the Remuneration Panel.

3.2 If the co-optee is the Chairman of the committee or sub-committee, he/she shall instead receive the same amount as is paid to Councillors who hold these offices.

4. Dependant Carers' Allowance

4.1 Members will be entitled to claim a dependant carers' allowance up to the rate shown at Appendix 1, code N.

4.2 Dependant carers' allowance will be paid on the basis of actual claims (up to the maximum amount), subject to the receipt of invoices not from a family member.

5. Travelling Allowances

5.1 Members may claim travelling expenses for carrying out approved duties (see Appendix 2). Mileage claimed should be from the Member's usual place of residence and for travelling by the shortest practicable route. Members may also claim back the cost of any parking fees or tolls incurred in connection with approved travelling.

5.2 The rate for travel by private motor vehicle shall not exceed Code O per mile as set out in Appendix 1.

5.3 The rate for travel by motorcycle shall not exceed Code Q per mile as set out in Appendix 1

5.4 That rate for travel by bicycle shall not exceed Code R per mile as set out in Appendix 1

5.5 Members carrying passengers who would otherwise be entitled to claim a travelling allowance for the same journey may claim a passenger supplement of Code P per passenger (up to a maximum of four) per mile. Where Members carry passengers, the passenger is prohibited from claiming the travelling allowance themselves. Members should travel together and use public transport wherever practicably possible to minimise climate change impact.

5.6 Where rail travel amounts to more than £25, then this should be booked centrally through the Executive PA team, giving as much notice as possible of the intention to travel, and utilising any discount rail cards. "Standard fare" tickets should be the default position, unless the cost of First Class, (which includes a meal/wif-fi), is lower than the cost of the "standard fare" plus any subsistence payment that may arise.

5.7 Rail travel will be booked in advance to take advantage of discounted tickets and special offers

5.8 The rate for travel by taxi-cab is the actual fare paid. Taxis can only be used in rare circumstances and where public transport is not available and the Councillor would otherwise be unable to attend the meeting.

5.9 The rates for the use of a hired car shall also be Codes O and P.

5.10 Individuals must submit their own claim and testify to its accuracy

6. Subsistence Allowances

(For amounts relating to Codes used, see Appendix 1)

6.1 Where meals and refreshments are provided as part of the Course/Conference/event the Member is attending, the Member is required to utilise these consumables and will be unable to claim for additional meals and refreshments

6.2 Where Members, in carrying out an approved duty referred to in Appendix 2, necessarily incur expenditure on meals (for example where it has not been provided at the Course/Conference/Event), they may claim subsistence allowance. The rate of subsistence allowance shall not exceed the amounts shown below.

		Code
6.3		
	a) Absence of more than four hours but no more than eight hours – only the cost of one meal can be reimbursed up to a maximum of £15.	S
	b) Absence of more than eight hours but no more than 12 hours – only the cost of two meals can be reimbursed up to a maximum of £25.	T
	c) Absence of more than 12 hours but no more than 16 hours - only the cost of three meals can be reimbursed up to a maximum of £33.	U
	d) Absence of more than 16 hours but not including an overnight stay – only the cost of four meals can be reimbursed up to a maximum of £40.	V
6.3	In the case of an absence overnight from the usual place of residence the rate shall not exceed code W	W
6.4	Except that, for such absence overnight in London or for the purposes of attending an annual conference (or annual meeting) of the Local Government Association, the rate shall not exceed code X	X

6.5 The rates specified above shall be reduced by an appropriate amount in respect of any meal provided free of charge by any authority or body during the period to which the allowance relates.

6.6 Receipts must be provided for subsistence claimed and attached to the claim form.

However, when main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement to day subsistence, the reasonable actual cost of the meals (including VAT) may be reimbursed in full.

6.7 For the purpose of this Section, a twenty-four hour period begins and ends at 3am.

6.8 The cost of alcoholic drinks cannot be claimed.

7. Payment of Allowances

7.1 Beginning in April, one twelfth of the following allowances will be paid on the 21st day of each month (or, where this falls on a Saturday, Sunday or public holiday, the preceding bank working day):

- Basic allowance
- Special responsibility allowances
- Co-optees' allowances

7.2 Where the term of office of a Councillor or co-optee begins or ends otherwise than at the beginning or end of the period to which this Scheme relates, payment of the allowances will be apportioned on a daily basis up to or from the day the office ends or begins.

7.3 The payment of the following allowances will be made on the basis of claims submitted in accordance with Section 10 of this Scheme:

- Dependant carers' allowance
- Travelling allowance
- Subsistence allowances
- Reimbursement of the cost of an eye test up to a maximum of £20 in a 2 year

period

7.4 Payments will be withheld when a Member ceases to be a Member or is in any other way not entitled to receive allowances.

7.5 Payments will be withheld if Claims are not submitted in accordance with the requirements of this Policy.

7.6 In light of the ongoing usage of hybrid meeting technologies such as MS Teams (and any other technologies that may be used), Members should be aware of which meetings are being held remotely and ensure mileage and travel Claims are not made for remote/hybrid meetings.

8. Avoidance of Duplication of Allowances

8.1 Where, in any period, a Councillor performs approved duties as a member of more than one authority or becomes entitled to payment of travelling and subsistence allowances and to comparable payments from any other authority, the following provisions shall apply for the avoidance of duplication in claims and payments.

a) Where a Councillor in respect of a duty specified in Appendix 2 also performs at the same time another approved duty which entitles him/her to comparable payments from any other authority, he/she may not claim an allowance from both the Council and the other authority. In order to comply with this paragraph, he/she may claim from whichever authority liable to meet the claim that he/she thinks fit, but from only that one.

b) Where a Councillor successively performs in any period duties in respect of each of which he/she is entitled to allowances or comparable payments from any other authority, he/she may not claim in total a greater amount in respect of that period than would have been payable had all the duties performed by him/her as a member of only one of those authorities.

c) A Councillor shall not be entitled to take expenditure on travelling into account for the purposes of more than one claim.

d) A Councillor shall not be entitled to take any period of absence from his usual place of residence into account for the purpose of more than one claim.

8.2 As detailed in 5.5 above only one person per vehicle can claim mileage expenses at the full rate (O). Where passengers travel together in one vehicle, they cannot both claim the mileage rate (O).

8.3 District Council Members who are also Members of the County Council may claim allowances from each Council for the same 24 hour period provided that the claim on each Council is in respect of separate approved duties and that no other payment is received specifically for performing these duties.

8.4 A claim for any payment under this Scheme shall include a statement that the claimant has not made, and will not make, another claim in respect of the matter to which the claim relates.

9. Election to Forego Allowances

9.1 Any member who wishes to forego any part of his/her entitlement to any allowance under this Scheme may do so by giving notice in writing to the Monitoring Officer.

Basic, special responsibility and co-optees' allowances will be paid automatically unless such notice is given.

10. Submission of Claims

10.1 All claims should be submitted monthly, in arrears, to the Democratic Services Team (committeeadmin@west-lindsey.gov.uk) to arrive no later than the 2nd of each month wherever possible *(or the previous Friday when the 2nd falls at a weekend or on a bank holiday)*, to enable them to be processed in the monthly payroll run for payment on the 21st of the month. Claims received after the above date will not be paid until the following month.

10.2 Claims must be submitted within three months of the date on which the duty in respect of which the entitlement to the allowance arises is carried out.

11. Back-dating

11.1 Where this Scheme is amended and it affects allowances payable for the year in which the amendment is made, entitlement to such allowances as are changed will apply with effect from the beginning of the year in which the amendment is made.

Rates of Allowance **Appendix 1**

Amount Code	Description	2025/2026
A	Basic Allowance	£7,132.73
B	SRA - Leader of Council	£12,989
C	SRA – Deputy Leader/s (in the event of two or more being nominated, the payment to be shared)	£4,710
D	SRA -Chair of Council	£4,161
E	SRA – Vice-Chair of Council	£1,433
F	Civic Allowance for the Chairman of Council	£1,683
G	Civic Allowance for the Vice-Chairman of Council	£460
H	SRA – Committee Chairs*	£3,247
I	SRA – Committee Vice-Chairs**	£1,537
J	SRA – Leader of the Opposition (in the event of the Council being a 'hung[1]' Council, the Leaders of the two largest groups be paid the same special responsibility allowance as for the Leader of the Opposition)	£4,710
K	SRA – Deputy Leader of the Opposition	£857
L	SRA – Minority Group Leaders (per group member)	£105
M	Independent Members: Governance & Audit and Standards Committees – a payment of £60.00 for the first four hours of attendance at a meeting/event and a second payment for attendance in excess of four hours. The first four hours would commence from the start time of the meeting (to be paid when not chairing a meeting).	
N	Dependant Carers' Allowance (maximum per hour) - to follow the national living wage plus £1	£NLW +£1
O	Car Allowance (per mile) (the mileage rate to be	£0.45

[1] Hung Council – where no group has the majority of seats

	increased or decreased in accordance with any changes to the tax efficient rate authorised by the Inland Revenue)	
P	Passenger Supplement - (Flat rate passenger supplement of £0.05 applied to **each** additional passenger carried)	
Q	Motorcycle Allowance (per mile)	£0.25
R	Bicycle Allowance (per mile)	£0.21

Subsistence -

S	Absence of more than four hours but no more than eight hours – only the cost of one meal can be reimbursed up to a maximum of £15.	
T	Absence of more than eight hours but no more than 12 hours – only the cost of two meals can be reimbursed up to a maximum of £25	
U	Absence of more than 12 hours but no more than 16 hours- only the cost of three meals can be reimbursed up to a maximum of £33	
V	Absence of more than 16 hours but not including an overnight stay – only the cost of four meals can be reimbursed up to a maximum of £40	
W	Overnight	£83
X	Overnight (London or LGA)	£208

*Excluding Licensing Committee and Regulatory Committee Chairs
** Excluding Regulatory Committee Vice Chairs

Licensing Committee Chair	£1625
Regulatory Committee Chair	£1625
Licensing Committee Vice Chair	£768
Regulatory Committee Vice Chair	£768

From April 2024 whilst ever the Overview and Scrutiny Committee, Governance and Audit Committee, and Corporate Policy and Resources Committee have 2 vice chairmen the allowance (I) to be split equally

Note: SRA – Special Responsibility Allowance

Appendix 2
Approved Duties

The following are approved duties for which members may, if they wish, claim dependant carers', travelling and subsistence expenses:

1. The attendance by a Councillor at meetings of the Council, committees, sub- committees and task and finish groups.

2. The attendance by a Councillor at a site visit organised by the Council, a committee, sub-committee or task and finish group or by a member of the Council's management team in pursuance of its business.

3. The attendance by a Councillor at a seminar organised by an officer, committee or sub-committee of the Council to which members of the Council are invited.

4. The attendance of a Councillor at consultation meetings outside their ward organised by an officer, committee or sub-committee of the Council for the purposes of, or in connection with, the discharge of the Council's functions.

5. The attendance of a Chairman of a committee, sub-committee or task and finish group, or, in his/her absence, his/her Vice-Chairman at any meeting of another committee, sub-committee or task and finish group of the Council pursuant to a resolution specifically requesting him/her to attend.

6. The attendance by a Councillor at an official meeting convened by a Government Department to which the Council has been invited to send a representative(s).

7. The attendance by a Councillor as a member of a delegation appointed by the Council, the appropriate policy committee or the Head of Paid Service to attend a meeting with the local MP or a Minister of the Crown for the purpose of, or in connection with, the discharge of the Council's functions.

8. The attendance by a Chairman and Vice-chairman of Council, a committee, sub-committee or task and finish group at a briefing for a particular meeting of the Council, committee, sub-committee or task and finish group as appropriate to the office.

9. The attendance by Group Leaders/Spokespersons and Committee Chairmen (or Deputies or Vice-chairmen if the Group Leader/Spokesperson or Committee Chairman is unable to attend) at Group Leaders'/Spokesperson's and Committee Chairmen's meetings and at liaison meetings with Lincolnshire County Council and/or other bodies similarly organised by the Assistant Directors.

10. The attendance by a Councillor at meetings of the Town/Parish Council(s)/Meeting(s) in his/her ward provided the meeting is not within the Councillor's own parish.

11. The attendance by a Councillor at meetings of an appropriate area summit.

12. The attendance by a Councillor appointed to a LGA Executive by the Council or his/her Group on the LGA.

13. The attendance by Members of the Council at meetings where he/she is engaged on Council business pertinent to their position.

14. The attendance by the appropriate Chairman (or his/her nominee) at any of the following conferences approved by the Council -
    - Chartered Institute of Housing
    - Local Government Association Conference
    - CIPFA Conference
    - Rural Commission Conference
    - Institute of Leisure and Amenity Management Conference

15. The attendance by the Council's nominated representative (or the nominated reserve in his/her absence) at meetings of any of the following outside organisations to which he/she has been appointed by the Council or one of its committees, provided the meeting is outside the Councillor's ward:

    - Age UK Lindsey
    - Ancholme Internal Drainage Board
    - APSE
    - Central Lincolnshire Joint Strategic Planning Committee
    - Citizens' Advice Lindsey
    - District Councils' Network
    - District Health and Wellbeing Network
    - East Midlands Council
    - Flood and Water Management Scrutiny Committee
    - Gainsborough Adventure Playground Association
    - Gainsborough Transport Strategy Board
    - Health Scrutiny Committee for Lincolnshire
    - Heritage Trust of Lincolnshire
    - Housing, Health & Care Delivery Group
    - Humber Strategy Group
    - Humberside International Airport Consultative Committee
    - LEP Lincolnshire Enterprise Partnership
    - LGA General Assembly
    - Lincoln Area Dial-a-Ride Management Committee
    - Lincoln Transport Strategy Board
    - Lincolnshire Branch of the Campaign for the Protection of Rural England
    - Lincolnshire Police and Crime Panel
    - Lincolnshire Waste Partnership
    - Lincolnshire Wolds Countryside Management Project
    - PATROL (CPE)
    - Pensions Committee
    - Rural Services Network
    - Scunthorpe & Gainsborough Water Level Management Board
    - The Conservation Volunteers
    - Trent Valley Internal Drainage Board
    - Trustees of Charles Cooper Trust
    - Trustees of Dixons' Almhouses
    - Trustees of Francis Barker Trust

- Trustees of Gainsborough Education Charity
- Trustees of W G Rose Memorial
- Upper Witham Internal Drainage Board
- West Lindsey Churches Festival
- Witham Third Internal Drainage Board
- Wolds Community Transport Association Limited
- YourVoice@HWL

16. The attendance by the appropriate Committee Chairman or his/her nominee at any of the following conferences approved by the Council -
    - Chartered Institute of Housing
    - Local Government Association Conference
    - CIPFA Conference
    - Rural Services Network Conference
    - APSE conference
    - DCN conference

    Any conference attendance outside the list or places in addition to the Chairman and or nominee is subject to available budget and approval by the relevant committee.

17 Attendance at meetings and events deemed relevant to the appointed position is subject to budget availability and decision by the Chief Executive.

18 Member training is determined by the Governance and Audit Committee.

Notes

1. The Scheme will NOT reimburse the costs of meals and/or accommodation where they are paid for as part of a conference fee but the member chooses to eat and/or stay elsewhere.

2. Some of the outside organisations pay travelling and subsistence allowances themselves and the Member should claim from the organisation and not the Council where that is the case.

3. The Council will not fund alcoholic drinks.